	<p style="text-align: center;">TECHNICAL MATERIALS</p> <p style="text-align: center;">RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS)</p>	<p>Request No: SAAT001/24</p>
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RFB PARTICULARS:

Provided that you are prepared to comply with the conditions herein you are invited to submit a Bid for the following Scope of Service:

SUBJECT:	PROVISION OF DOOR-TO-DOOR FREIGHT LOGISTICS,AND CUSTOMS CLEARING FOR A PERIOD OF THREE (3) YEARS
RFB NUMBER: (RFB No.)	SAAT001/24
Date Issued:	22 April 2024
Closing Date	10 May 2024
Validity Period	180
Compulsory Briefing	NO
Date/Time/Place for Briefing	N/A
Closing Date:	10 May 2024
Closing Time:	11:00 (GMT +2:00)
Bid Queries:	<p>The Project Managers: Name: Mmapitso Khoetha Fax: +27 (0)11 978 2638 E-mail: mmapitsokhoetha@flysaa.com</p>

SUBMISSION PARTICULARS:

Company Name:	
Registration No:	
VAT registration No:	
Contact Person:	
Telephone No:	
Fax No:	
E-mail Address:	

-----To be completed by South African Airways Technical-----

SUBMISSION ADMINISTRATION:

BAC Liaison:	
Procurement Liaison:	
Date Stamp:	


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Overview

1 Introduction

South African Airways Technical (SOC) Limited (Reg. No. 1999/024058/30) (hereinafter referred to as “SAAT”) is committed to be the maintenance, repair and overhaul facility of choice in the markets that it serves. This is inspired by SAAT’s unqualified belief in service excellence, integrity, accountability, quality, safety, people development and value to our shareholders.

The quality, price and service that we provide our customers can only be as good as what we receive from our suppliers.

All SAAT’s business relations are guided by these values and business practice. SAAT’s business partners and suppliers are expected to uphold, promote and share the same values and vision.

SAAT strives for continuous improvement within its critical business areas and seek to establish relationships with suppliers that are equally passionate in their quest for better quality, price and service. Accordingly, SAAT is in a process of cutting its operating costs to competitive optimum levels from inception of the contract. SAAT is therefore keen to understand how suppliers can help it achieve this important and necessary goal.

2 Procurement Philosophy

It is the SAA policy, when procuring goods or services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring where possible that open and fair competition has prevailed, with due regard being paid to the importance of:

- 2.1 The promotion of the Inter divisional Support Policy;
- 2.2 The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- 2.3 The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- 2.4 The development, promotion and support for the moral values that underpin the above, in terms of SAA’s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behavior within SAA.
- 2.5 The promotion and support of environmental friendly product and services that minimise the negative impact on the environment in line with our Environmental policy

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3 SAA Black Economic Empowerment Programme Statement of Policy

- 3.1 The South African Airways Technical supports the South African Government objective of the Broad – Based Black Economic Empowerment (B-BBEE) and it supports the view that all South African Business enterprises should have an equal obligation to redress the imbalances of the past.
- 3.2 South African Airways Technical would therefore prefer to embark on a business relationship with those enterprises that share the same values and that are prepared to contribute to a significant B-BBEE initiatives (including, but not limited to subcontracting and Joint Ventures) as part of their bid responses.
- 3.3 In accordance with the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000; Preferential Procurement Regulations (2017), Bidders are to note that the following preference point systems will be applicable to any bids issued subsequently to this RFB process:
- ❖ The 80/20 system for requirements with a Rand value of up to R50 000 000 (applicable taxes included); and
 - ❖ The 90/10 system for requirements with a Rand value above R50 000 000 (applicable taxes included).
- 3.4 For all the prospective local suppliers, their B-BBEE status should be verified in accordance with the Codes of Good practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of 2003.
- 3.5 The Department of Trade and Industry (DTI) has revised the Codes of Good Practice on the 11 October 2013 (Government Gazette No. 36928). The Revised Codes will replace the Black Economic Empowerment Codes of Good Practice issued on the 9 February 2007. The revised Codes provide for a one-year transitional period which commenced on the 11 October 2013. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. After the first year of the implementation of the Revised Codes, B-BBEE compliance will be measured in terms of the Revised Codes without any discretion. Companies which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.
- 3.6 Local Suppliers are required to provide a valid original or certified BBBEE certificate or proof of exemption from an accredited SANAS/IRBA verification agency/auditor. Failure to submit a certificate will result in a zero score for BBBEE.

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1.1. DISSEMINATION OF DOCUMENT

- 1.1.1. The bid document will be made available for downloading from the SAA Website (<http://www.flysaa.com/za/en/footerlinks/aboutUs/saa-tenders.html>) on the SAA Tenders section with effect from 11h00 hours on 10 May 2024.

1.2. CONDITIONS OF PROPOSAL

- 1.2.1. The final terms and conditions are subject to negotiations and a conclusion of an agreement between the parties. **SAAT reserves the right to enter into price negotiations with the winning bidder(s) and may in terms of PPPFA Regulations 2017 pass over a bid that is not market related in favour of second and third bidder.**
- 1.2.2. Final payment terms will be negotiated with the successful bidder before awarding the bid.
- 1.2.3. The bidder shall provide its best price in the bid. This price will be considered together with all other relevant criteria in the bid. The validity period of quoted prices should be clearly stated in the bid.
- 1.2.4. The bid 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 bid to any bidder. SAAT is entitled to **retract** this bid at any time as from the date of issue. SAAT is not obliged to award this bid to the bidder that quotes the lowest bid. In the event that SAAT does make an award and should the successful bidder then fail to honor its bid such bidder shall, without any prejudice to any other rights or remedies that may be available to SAAT whether at law or otherwise, be liable to SAAT for any damages SAAT may incur as a result of such breach.
- 1.2.5. The provision of acceptable proof by the service provider in the form of a letter from a reputable banking institution and SARS that the service provider has a financial facility in place with SARS (customs) that demonstrates that the service provider has the capacity and capability to incur a financial layout of **R40 million** over a two-month period (**R20 million per month**) to carry the customs duty and VAT on imported goods on behalf of SAAT, which may be claimed back later from SAAT.
- 1.2.6. The bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/ or canvass any information from any employee or agent of SAAT regarding this bid from the date the offer is submitted until the date of award of the bid.
- 1.2.7. SAAT will adjust any arithmetical errors found in the Proposal and shall advise the Bidder accordingly.
- 1.2.8. SAAT has the right to perform a site inspection of bidder's premise.
- 1.2.9. SAAT has the right to have negotiation sessions with short listed suppliers during the normal course of the procurement process as-and-when required.

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- 1.2.10. Any shortlisted bidders may be required to give warehouse presentations, and be willing to submit to service level testing.
- 1.2.11. Proposals and any information contained within will be treated as confidential and will not be disclosed to any third party – including other Bidders.
- 1.2.12. Bidders shall prepare and submit Proposals at their own expense.
- 1.2.13. The successful bidder shall:
- 1.2.13.1. Offer to supply and deliver GOODS AND SERVICES in accordance with the specifications, at the negotiated prices and in accordance with the delivery conditions;
 - 1.2.13.2. Agree that the Scope of Service document constitutes a general list and indication of GOODS AND SERVICES required at OR Tambo International Airport (SAAT offices).
 - 1.2.13.3. Enter into a non-exclusive contract when requested to do so by SAAT within the stipulated period;
 - 1.2.13.4. Be liable for all additional expenses incurred by SAAT in having to call for bids afresh and/ or accepting any less favourable bid in the event that the bidder fails to enter into a contract with SAAT timeously.
- 1.2.14. Bidders may form a Consortium, a Joint venture, a Partnership, a new or a Special Purposed Company (the “Bidding Company”), however, in the event that there are any changes, splitting and/or withdrawal by any party from the Bidding Company; such shall result in the disqualification of such bid.
- 1.2.14.1. Bidders must guarantee the obligations of the Bidding Company.
 - 1.2.14.2. Bidder(s) must supply the following:
 - A binding agreement between all parties of the Bidding Company
 - Name and where applicable trading name of the Bidding Company
 - Bidding Company’s Head Office
 - Contact person 24 (twenty-four) hours availability
 - List of shareholders and percentage shareholding
 - Date of Bidding Company’s registration
 - Bidding Company’s registration number
 - Bidding company’s valid BBBEE certificate
 - Organizational structure of the Bidding Company
 - Assets, skills, expense and guarantees of the Bidding Company itself, as well as that being brought to or underwritten by individual or constituent members of the Bidding Company
 - Basic functional structure, i.e. the administrative section of Bidding Company with which SAA will be dealing with on a day to day basis

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- 1.2.14.3. The agreement and submission should clearly show who the leading Bidding Company member is. The leading member shall be responsible for the execution of this bid.
- 1.2.14.4. Valid Tax and BEE certificate of Bidding Company. A Bidding Company will qualify for points for their BBBEE status level as a legal entity, provided that the entity submits their BBBEE status level certificate.
- 1.2.14.5. A Bidding Company will qualify for points for their BBBEE status level as a unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.
- 1.2.14.6. Failure to submit a BBBEE status level certificate for the Bidding Company will contribute zero (0) points.

1.3. SUBMISSION OF BIDS

- 1.3.1. Proposals together with all documents and information pertaining thereto shall be submitted in a sealed parcel/envelope. The envelope must be **clearly marked** with:
 - the RFB No;
 - Closing Date;
 - Proposal/Confidential/Do Not open;
 - Bidders name and address on the back of the envelope;

and must be addressed as follows:

FOR ATTENTION:

Chairperson: Bid Adjudication Council (BAC)

- 1.3.3 **All bid documents must be deposited in the tender box situated at: South African Airways, Airways Park, Jones Road – O.R Tambo International Airport, 1627, South Africa. FOR INTERNATIONAL BIDDERS ONLY (Companies outside of South Africa): bid documents may be emailed at Tenders@flysaa.com by no later than the time stipulated on the tender documents.**

Hand delivered bids, via courier service, must be sealed in a parcel or envelope marked “Proposal/confidential/do not open” and placed in the Tender Box situated at the:

- A If delivered by hand/courier service company, the envelope should be deposited into the **SAA tender box** which is located the reception gate of the office block at addressed as follows:

South African Airways (SOC) Ltd

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TENDER BOX

Main Reception Gate,
Airways Park, Jones Road,
O.R. Tambo International Airport

TENDER	-	CONFIDENTIAL (Do not open)
PROJECT NAME	-	FREIGHT LOGISTICS, CUSTOMS CLEARING SERVICES
ENQUIRY NO.	-	SAAT004/24
CLIENT NAME	-	South African Airways Technical
DESCRIPTION	-	FREIGHT LOGISTICS, CUSTOMS CLEARING SERVICES
FOR ATTENTION	-	Bid Adjudication Council
CLOSING DATE	-	10 MAY 2024
TENDERER'S NAME	-	FREIGHT LOGISTICS, CUSTOMS CLEARING SERVICES
TENDER BOX DETAILS		South African Airways (SOC) Ltd <u>TENDER BOX</u> Main Reception Gate, Airways Park, Jones Road, O.R. Tambo International Airport

by not later than 11h00 (GMT +2), on the 10 May 2024.

- B It should be noted that the above tender box is accessible to the public 24 hours
- C It should be noted that SAA personnel and/or security personnel cannot be liable to sign for receipt of the envelope
- D The onus of ensuring the envelope is deposited in the tender box lies with the interested party
- E If responses are not delivered as stipulated herein, such responses shall not be considered. No email or faxed responses will be considered, unless otherwise stated herein.
- F Late Bids will not be considered and Bids delivered to any address or deposited in any box other than that stipulated herein will be regarded as **late** Bids and **may consequently be returned** to bidders.

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- G The responses to this RFP will be opened as soon as possible after the closing date and time.
- H South African Airways Technical is not obliged to disclose to any other company any confidential details relating to the submissions received, i.e. pricing, delivery, ideas etc.

- 1.3.4 The proposal **must be dispatched in time to reach SAAT by not later than 11h00 (GMT+2), on the 10 May 2024.**
- 1.3.5 A soft copy of the bid template is to accompany the bid
- 1.3.6 **No facsimile or e-mail bids will be considered (for South African companies). FOR INTERNATIONAL BIDDERS ONLY (Companies outside of South Africa): bid documents may be emailed at Tenders@flysaa.com by no later than the time stipulated on the tender documents.**
- 1.3.7 Proposals submitted shall consist of all documents listed in **Appendix 5** – the checklist, which forms the minimum acceptable requirement.

1.4. PERIOD/VALADITY OF ACCEPTANCE

- 1.4.1. Proposals shall be open for acceptance for a period of at least 180 calendar days after the closing date.
- 1.4.2. It should be noted that Bidders may offer a shorter validity period, but that they may, in that event, be disregarded for this reason.
- 1.4.3. Should Bidders be unable to comply with this validity period, an alternative validity period may be offered hereunder.

The bid holds good until - State alternative period:		Comment:
Signature of Bidder(s):		
Date:		

1.5. DEVIATIONS FROM RFB

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- 1.5.1. Should the Bidder desire to make any departures from, or modifications to this Request for Bid or to qualify its Proposal in any way, it shall clearly set out its proposals within the framework posted under **Appendix 6**
- 1.5.2. hereunder or alternatively state them in a covering letter attached to its Proposal and referred to hereunder, failing which the Bid shall be deemed to be unqualified and conforms exactly with the requirements of this Request for Bid.
- 1.5.3. Unless otherwise specified specifically and stipulated in writing, the sole memorial of any contract between the parties shall be the provisions of the contract in this regard and any terms and conditions forming part of the Bidders Proposal or other documentation shall not form part of the Contract and shall be of no force or effect.

1.6. COMMUNICATIONS SURROUNDING THE RFB

- 1.6.1. All queries or information relating to this document or surrounding the bid must be addressed to the Project Manager as stipulated on page one (1) of this RFP; in writing.
- 1.6.2. Any queries addressed to individuals other than as stipulated; whether verbal, telephonic, and written or in any other form, will eliminate the Bidder from this process.
- 1.6.3. No discussions will be entered into surrounding elimination through non compliance of clause 1.6.1.
- 1.6.4. The Project Manager reserves the right to clarify any information from the bidder in writing.
- 1.6.5. All replies to queries will be in writing and copied to all Tenderers unless the information is of a proprietary nature or relates to method/ procedure statements.
All queries must be submitted by **25 July 2022**, where possible at least 02 working day before closing date of Tender.

1.7 INSTRUCTIONS FOR COMPLETION OF RFP

- 1.7.1 RFP submissions must be made in duplicate hard copies (1 bound original and 1 bound copy). As well as on soft copy (on disc or memory stick)
- 1.7.2 The signatory of the submission must be legally authorized by the bidding supplier to do so.

1.8 DISCLAIMERS

- 1.8.1 The Bidders are hereby notified that South African Airways Technical is not committed to any course of action as a result of its issuance of this RFP and its acknowledgment of receipt in response to it. South African Airways Technical reserves the right and at its sole and full discretion to:

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- i. Take no further action whatsoever, if it so decides;
- ii. Withdraw from this process and the process and the provisions of this project at any time;
- iii. Change the date of adjudication and submission;

- 1.8.2 South African Airways Technical decisions will be final and no correspondence will be entered into.
- 1.8.3 South African Airways Technical will not reimburse any Bidder for any monies spent preparing the submissions for the RFP.
- 1.8.4 South African Airways Technical can disqualify a company, should it discover that the company has provided misleading information.
- 1.8.5 South African Airways Technical reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with its requirements. It also reserves the right, in its sole discretion, to re-advertise, not to re-advertise or not to award the bid.

1.9 GENERAL BIDDER OBLIGATION


- 1.9.1 The Bidder(s) shall be fully responsible to South African Airways Technical for the acts and omissions of persons directly or indirectly employed by them.
- 1.9.2 The Bidder(s) must comply with the requirements stated in this RFP.

1.10 CONFIDENTIALITY AND COMPLIANCE

- 1.10.1 This RFP and information contained herein, shall remain the property of South African Airways Technical and may not be reproduced, sold or otherwise disposed of. All recipients of this document shall treat the details contained herein as strictly private and confidential and it will only be used for the evaluation of this bid.
- 1.10.2 The information disclosed in this RFP is given by South African Airways in good faith and only for the purposes of providing sufficient information to the Bidders to enable the submission of a well-informed realistic RFP.

1.11 UNDERTAKINGS BY BIDDERS

It is assumed that, by virtue of submitting the RFP response, the Bidder has read, understood and accepted all the terms and conditions contained herein. The Bidder’s submission shall mean fully acceptance of the terms and conditions of the document.

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1.12 AUTHORISATION OF SIGNATORY

- 1.12.1 If the RFP Bidder is a company, a certified copy of the resolution of the Board of Directors (signed by the Chairman or Secretary of the Board) authorising the person who signs this RFB to so.
- 1.12.2 If Bidder is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this RFP to do so.
- 1.12.3 Any Bidder that fail to comply with the above to provisions may lead to rejection of their submission.

1.13 CORRUPTION


If a Bidder, or any person employed by the Bidder, is found to have either directly or indirectly offered, promised or given to any person in the employ of South African Airways Technical, any commission, gratuity, gift or other consideration, South African Airways Technical shall have the right and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to disqualify the RFB Bidder from further participation in this process and any other subsequent process in this regard. The RFB Bidder will be responsible for all and any loss that South African Airways Technical may suffer as a result thereof. In addition, South African Airways Technical reserves the right to exclude such a Bidder from future transactions with South African Airways.

1.14 UNDERTAKING BY SOUTH AFRICAN AIRWAYS

- 1.14.1 When preparing a submission to this RFP, South African Airways Technical urges all RFB Bidders to put their best effort into the structuring and development of the proposal.
- 1.14.2 The RFB process will include due governance and the results of the adjudication process (feedback regarding the bidders bid) will be available to the Bidders at the sole discretion of South African Airways Technical.

1.15 BIDDERS DETAILS

Name of Bidder	
Supplier Physical Address:	
Telephone No:	
Fax No:	


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Contact Person:	
Designation:	
E-mail:	
Company Registration No:	
Banking details	
If the items being offered on this bid originate from a country, other than RSA, please supply the following details:	
Country of Origin:	
Country of Manufacture	
Country of Export	
Name and Address of Manufacture	

The Bidder must state hereunder the annual holiday close down period and also if this period has been included in the delivery period offered:

SIGNATURE OF THE BIDDER: _____

DATE AND COMPANY STAMP: _____

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APPENDIX 1 : EVALUATION CRITERIA



FUNCTIONALITY EVALUATION:

1. Critical Criteria

MANDATORY (CRITICAL) CRITERIA - FREIGHT LOGISTICS

The following critical criteria will apply for evaluation of this bid with regard to freight logistics. A bid shall not be recommended for acceptance if the bidder is unable to comply with the required criteria or if there is no supporting documentation supplied.

CRITICAL CRITERIA: Non-weighted, mandatory requirements to be met, for the bidder's submission to qualify. Bidders, who do not meet all the below mentioned requirements will be disqualified:	COMPLY	
	YES	NO
<input type="checkbox"/> SARS Deferment Account: Bidders must provide acceptable proof in the form of a letter from a reputable banking institution and SARS that the service provider has a financial facility (deferment account) in place with SARS (customs) that demonstrates that the service provider has the capacity and capability to incur a financial layout of R60 million over a two-month period (R120 million per month) to carry the customs duty and VAT on imported goods on behalf of SAAT, which may be claimed back later from SAAT. <i>(Within one month of the tender being awarded, the successful Bidder is required to obtain/increase their SARS deferment account in line with the above). A letter of commitment to obtain/increase the SARS deferment account in line with the above, must be submitted with the bid.</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Track & Trace System: 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. The system should be able to trace the door to door movement of the shipped goods. Bidders should the name of the system that they will use, detailing how it will work and how it will be implemented. Track and Trace system should have the capability to interface with AMOS system currently used by SAAT		




TECHNICAL MATERIALS

RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS)

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This will be verified through a site visit.					
<input type="checkbox"/> Spares Delivery Times: Bidders must commit to adhere to the maximum shipping/delivery time frames stipulated below:					
	Normal Shipments	Rush/Critical Shipments	AOG Shipments		
UNITED STATES	4 days	72 hours	48 hours		
FRANCE	4 days	48 hours	24 hours		
UNITED KINGDOM	4 days	48 hours	24 hours		
ASIA	4 days	48 hours	24 hours	<input type="checkbox"/>	<input type="checkbox"/>
MIDDLE EAST	4 days	48 hours	24 hours		
<input type="checkbox"/> Demonstrable Experience: The Bidder must have demonstrable experience providing door-to-door freight logistics and customs clearing services at a global scale within the aviation industry. (Bidders to include in their proposal a company profile that provides information about the past experience) Details of two (2) contracts of similar scope and value (including contact person and details) the service provider has successfully delivered during the past six (6) years must be provided. Bidder must provide proof that they are able to handle dangerous goods					
<input type="checkbox"/> Global Network Coverage: Bidders must have a global network coverage, particularly in cities where SAAT suppliers and repair vendors are located. Bidders must have, at minimum an office in South Africa and offices/agents in the following locations: <ul style="list-style-type: none"> o Charles De Gaulle/Paris, o Heathrow/London, o Amsterdam, o Miami, o Hamburg, o Dallas-Fort Worth, 					

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<ul style="list-style-type: none"> ○ Los Angeles, ○ O'Hare/Chicago, ○ John F. Kennedy/New York, ○ Seattle, ○ Toulouse, ○ Tel Aviv-Yafo ○ UAE ○ Singapore <p>Names, contact details and physical addresses of the offices/agents must be provided with the bid. If the Bidder does not have an office/agent in the cities listed above, the bidder must demonstrate its ability to sign a contract with an agent in the areas where they are not represented (i.e. Letter of Intent). A letter of Intent must be submitted with the bid.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> Licences & Certifications: Bidders must submit evidence in the form of certificates, licenses and authorization for the following:</p> <ul style="list-style-type: none"> ○ Accreditation by SARS for customs and excise clearance. ○ Copies of competency certificates for each employee certified to handle hazardous and dangerous goods packaging. ○ Company must also be able handle dangerous goods 		

PHASE 3: PRICE and BBBEE:

Details	Points
Price	90
BBBEE	10

APPENDIX 2 : SCOPE OF SERVICE


BID FOR THE SUPPLY OF FREIGHT COLLECTION, FORWARDING AND CUSTOMS CLEARING SERVICES

Compulsory Content:

 <p>SOUTH AFRICAN AIRWAYS TECHNICAL</p>	<p>TECHNICAL MATERIALS</p> <p>RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS)</p>	<p>Request No: SAAT001/24</p>
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Introduction

1. Services
2. Prices
3. Payment Terms
4. Service Level Agreement
5. Inventory System
6. Track and Trace System Requirements
7. Benchmarking
8. Reporting
9. Insurance
10. Regulatory Requirements
11. BBBEE
12. Notice to Bidders
13. Supporting documents

	TECHNICAL MATERIALS RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS)	Request No: SAAT001/24
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4 Introduction

Under a definitive agreement the successful bidder shall provide freight logistics, shipping of aircraft components and goods to and from SAA Technical (Pty) Ltd three (3) year term.


5 Services

SAAT requires the services of a dedicated “Freight Logistics, Shipping and Clearing” service provider with experience and expertise in the international shipping, to provide an all-inclusive shipping function at SAA and SAAT’s premises situated at Jones Road, Airways Park, O.R. Tambo International Airport (“the Premises”) as well as between the Premises and the various airports listed here under in **APPENDIX 4 : Schedule “A3” – Import Freight Charges** (this list is for illustrative purposes and is only indicative of SAAT’s requests for costs to be indicated separately in order to facilitate a thorough assessment of quotations). SAAT requires that the service provider be an expert and have the knowledge, skill, competency and experience to globally fulfill all the functions required by SAAT in accordance with but not limited to all applicable law, rules, regulations policies and procedures including manufacturer requirements.

6 This Request for Proposal accordingly consists of:

Freight Logistics and the Shipping of aircraft components and goods (Import and Export) which shall include, but not be limited to:

- Inbound logistics
- Freight forwarding
- Customs clearing and related and associated activities
- Funding of custom duty and/or facilitation of custom facility
- Outbound preparation for export in accordance with all relevant regulations (local and international)
- Outbound logistics
- Logistics between stations, supply chain management, third party logistic management including selection of service providers to provide “door to door” services
- Conformance to international best practices
- Conformance to SAA and SAAT policy, procedures, practices, accounting policies, risk control and management
- Regularly visiting the state warehouse.

	TECHNICAL MATERIALS RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS)	Request No: SAAT001/24
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7 Minimum Requirements

Prospective service providers must note the following minimum requirements and additional information:

7.1 Freight Logistics And Shipping Requirements

- 7.1.1 SAAT requires a “Door to Door” service with all risk vesting with service provider which includes, but is not limited to:
- Shipping of all materials including hazardous materials and dangerous goods between SAAT and the various destinations listed under Appendix 4, (This list is an example and the soft copy provided by SAAT for both imports and exports are to be used. The sheet MUST be completed in full and the prices quoted in this schedule must be final and will be used for contracting purposes). The service provider shall provide written confirmation and copies of competency certificates of each employee certified to complete hazardous and dangerous goods certificates.
 - All-inclusive customs and excise clearing functions both locally and abroad on a 24 hours, 7 days per week and 365 days per year basis;
 - custom broking which shall mean all customs clearance procedures, formalities and regulatory requirements necessary for the importation and exportation of inventory locally and abroad, including but not limited to, powers of attorney, inward processing releases, payments and security arrangements.
- 7.1.2 All costs related to the proposal, including all documentation, formalities and requirements applicable thereto.
- 7.1.3 The Service provider shall be responsible for the management of all rebates, refunds, provisional payments and drawbacks of customs duties on behalf of SAAT.
- 7.1.4 Where an aircraft charter is required for provision of any services, the service provider shall take full responsibility to make all the necessary arrangements in order to obtain such a service.
- 7.1.5 The provision of acceptable proof by the service provider in the form of a letter from a reputable banking institution and SARS that the service provider has a financial facility in place with SARS (customs) that demonstrates that the service provider has the capacity and capability to incur a financial layout of **R120 million** over a two month period (**R60 million per month**) to carry the customs duty and VAT on imported goods on behalf of SAAT, which may be claimed back later from SAAT.
- 7.1.6 The performance of the service provider shall be audited by an independent entity appointed by SAAT. The costs to rectify any payments for duties charged by any revenue services authorities and other third party service providers due to the use of incorrect tariff headings and classifications or any other claims shall be for the account of the service provider.

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- 7.1.7 The service provider shall assume full and total liability for any penalties, interest and any additional cost of whatsoever nature levied by any party, including any authorities, unless the service provider can prove the prevention of such was beyond their control.
- 7.1.8 The service provider shall submit evidence that they are accredited by the South African Revenue Service and the applicable authorities of the other countries listed herein.
- 7.1.9 The service provider shall submit confirmation of the various license held by the service provider to perform the Services.
- 7.1.10 SAAT may require the service provider to enter into an agreement with South African Airways Cargo, and to make use of the services of South African Airways Cargo as far as possible.
- 7.1.11 The service provider shall be required to have agreements/accounts with any relevant Airline Handling Agents, to use air suspension trucks for the transportation of engines and will have the necessary permits from the relevant airport authorities, in order to accompany the engines to ensure that the loading and off-loading of the engine is executed according to the specifically defined original equipment manufacturer (OEM) procedure.
- 7.1.12 The service provider shall have local and international offices that are able to provide a 24 hours, 7 days per week, 365 days per year service. In this regard the bidder should supply SAAT with a list of their offices (both local and international) including contact details for personnel based at these offices.
- 7.1.13 The service provider shall be responsible for the safekeeping of all shipping related documents (Import and Export), for the duration of the definitive agreement/contract period or such longer period that may be required in respect of any applicable laws and regulations. Any request for documents by SAAT shall be complied with within 24 hours of such request. SAAT prefers that these **documents be stored in an electronic system**. The service provider must attach a copy of their record keeping policy and procedure and confirmation of their safekeeping of electronic data off-site to their bid. All costs relating to the storage of physical documents may not be forwarded to SAAT.
- 7.1.14 The service provider shall provide details including but not limited to its trading and legal relationship with their international associations. SAAT reserve the right to request confirmation and validation in respect hereof and the service provider shall co-operate to ensure receipt thereof.
- 7.1.15 The service provider shall be required to submit, value-added proposals on how to reduce the current SAAT supply chain costs on a regular basis. The service provider shall also be required to submit reporting (monthly and/or as required to SAAT) regarding specific service levels and costs. SAAT shall also require a monthly report on progress by the service provider in respect of the service provider's bids to reduce the current SAAT supply chain cost.

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FREIGHT FORWARDING

The stations are not limited to the below list and will include catering and cabin cleaning vendors at each station where applicable:

REGIONAL STATIONS

- LOS-Lagos
- ACC-Accra
- ABJ-Abidjan
- DLA- Doula
- FIH-Kinshasa
- MRU- Mauritius
- HRE-Harare
- WDH-Windhoek

INTERNATIONAL STATIONS

- CAN-Guangzhou
- BOM- Mumbai
- PER-Perth
- LHR-London
- FRA-Frankfurt
- IAD-Washington
- JFK-New York

FEES

The bidder’s cost proposal should reflect all of the services delineated in the **Scope of Work**. To determine the freight forwarding cost competitiveness and analyse your firm's approach to pricing, please provide quotations, at current rates, on the historical data provided:

The freight forwarding costs should be broken down into parts as indicated below and on the schedule. All the cost elements for each of the parts should be provided. Take note of the fact that the freight forwarding service

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is end to end i.e. from the SAA facility at OR Tambo International Airport to the caterers located at regional and international destination airports served by the airline and from the supplier’s premises abroad to the SAAT facility.

Refer to Appendix 4 Schedule A for Shipping Historical Data (soft copies of data attached).

8 Prices

8.1 Price Considerations

- 8.1.1 All costs relating to customs and shipping must be transparent, separate for each service and include a breakdown of costs for each service in alignment with cost line items agreed in the contract.
- 8.1.2 The service provider may at no stage include or forward any additional charges to SAAT without obtaining written approval prior to incurring the charges.
- 8.1.3 All charges must be in alignment with the contract (or agreed signed amendments to the contract) and my not exceed the stated amounts.

8.2 All prices must:

- 8.2.1 Be quoted in South African Rand (R), for evaluation purposes an exchange rate **at the date of the evaluation** equal to \$ 1.00 will be used.
- 8.2.2 Include delivery costs to the point of delivery.
- 8.2.3 Include international transport fees from point of collection (door) (for strategic collection points as indicated) to point of deliver (SAAT Stores Receiving Office).
- 8.2.4 The service provider shall give an indication of costs as set out in the Schedules of Appendix 4. (This Schedule is for illustrative purposes and is only indicative of SAA and SAATs request for costs to be indicated separately in order to facilitate a thorough assessment of the pricing quotation).
- 8.2.5 Prices shall be held constant for a twelve month period and escalations shall be agreed based on a formula factored into the contract.

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9 Payment Terms

Invoices (in compliance with applicable legislation) plus a statement of account shall be submitted in a hard copy format and validated invoices shall be paid within 30 (thirty) days from date of receipt of invoice.

Monthly statements must be issued for reconciliation purposes. These invoices shall also be available in an electronic format.

Invoices are to be final and the service provider must have an Errors and Omissions policy in place as SAAT shall not be liable for any claims and costs un-recovered in respect hereof. SAA and SAAT reserves the right to claim repayment for cost/disbursements over recovered even though the invoice may have been paid in settlement.

10 Service Level Agreement

SAAT and the service provider shall enter into a Service Level Agreement for the duration of the definitive agreement. SAAT reserves the right to impose penalties (set out in the final contract) on the service provider in the event that the required service levels are not met.

11 Track and Trace System Requirements

The service provider must have a real time internet based “Track and Trace” facility and must supply a web address for the track and trace.

11.1 Minimum System functionality

11.1.1 The “Track and Trace” system must be able to offer the following minimum requirements:

- It must be able to track a single shipment at any time worldwide from point of origin to point of delivery;
- It must have a dedicated Import/Export identifier/reference as the same order number which will be applicable for both Import and Export and vice versa;
- It must be able to track by using:
 - SAAT’s order/reference number and/or,
 - Any waybill (House and Master) numbers which have a minimum of twelve (12) alpha numeric characters;
- It must have the capability and capacity to track multiple order/reference numbers up to at least twelve (12) in a single search.

11.1.2 Track and Trace results must reveal the following minimum outputs and information:

- Air waybill information, departure date, current destination, estimated date and time and ready for delivery;
- Real time receipt, movement and actual status of shipments;
- Shipment priority as defined in the PO.
- Archive order/reference numbers for the duration of the definitive agreement;

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- Exception reports and clarification / list of error codes for any abnormality, delay, non-shipment, shipment off-loaded, eventuality, discrepancy or any other information as may be required. Performance statistics reports as per schedule f of Appendix 4 must be made available on request.

SAAT shall perform an onsite evaluation of the tracking system of the service provider if required.

Real time tracking is measured and defined by the lapse in time between the actual event and the visibility of the event (update) in this regard on the internet based system as can be viewed by all the end users.

12 Benchmarking

SAAT shall be entitled to conduct a benchmark exercise in respect of the service levels for costs on freight forwarding and transportation both domestically and internationally, on an annual basis or as otherwise deemed necessary by SAA and SAAT. SAAT will also exercise the option to select more than one service provider to provide the services of for Freight and Shipping.

13 Management Reporting


The service provider shall complete and submit all the necessary reports as set out in **- Reports**, and may be required to provide other reports through the life of this engagement.

14 Insurance

The service provider shall provide SAAT with the required indemnities and confirmation that the following insurance cover is/shall be in place (But not less than the below indicated minimum limits) with reputable insurers for the duration of the definitive agreement.

14.1 Insurance Requirements

- 14.1.1 Professional Indemnity Insurance – to the minimum value of R25,000,000.00 including errors and omissions policy
- 14.1.2 General Legal Liability Insurance – to the minimum value of R25,000,000.00.
- 14.1.3 Commercial Crime – to the minimum value of R25,000,000.00 to include goods in service providers care custody control and SAAT to be nominated as the loss payee.
- 14.1.4 Airside liability policy to the minimum value of R50,000,000.00,
- 14.1.5 Such other insurance as may be carried by the service provider and/or as is customary to the services with relevant limits of liability.
- 14.1.6 To such extend that the cost/premium of these policies are incorporated in the price the service provider shall specify the cost, excess limits, premium penalties inclusions and exclusions.

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SAAT reserves the right to arrange any or all aspects of the insurance through insurers of SAAT’s election and to have the costs/charges apportioned as appropriate.

15 Regulatory Requirements

Inherent in the nature of service provided by the service provider, SAAT requires that the service provider has the necessary licenses, permits and authorizations required to perform the services. It will be the responsibility of the service provider to obtain such licenses, permits and authorizations and to maintain same for the duration of the Agreement both locally and internationally including and not limited to the station listed. This is a deemed material term of the Bid and any definitive agreement.

16 BBBEE

Bidders must submit a valid BBBEE scorecard/certificate.


17 Notice To Bidders

17.1 Additional Requirements

- 17.1.1 Service providers must submit together with the bid documents a functional organizational structure for managing the contract. A clear indication shall be given of the service providers envisaged organizational principles, procedures and functions for the effective management and operation of the freight logistics, shipping of aircraft components and goods opportunities.
- 17.1.2 Service providers shall be liable for the supply of freight logistics, shipping of aircraft components and goods irrespective of any boycotts, strikes, riots or unrest affecting management or staff.
- 17.1.3 SAAT management shall be entitled to instruct the service provider to rectify any breach of the specifications forthwith.
- 17.1.4 A standing liaison meeting between SAAT and the service provider shall be scheduled and recorded on a monthly basis or as otherwise required by SAAT.
- 17.1.5 Service provider may not cede, transfer or assign any of its rights or obligations without the prior written consent of SAAT. Neither shall a service provider sub-contract any of its services to SAAT without the prior written consent of SAAT. SAAT shall, without the consent of the service provider, be entitled to assign its rights and obligations to its affiliates.
- 17.1.6 A full audit count and handover will be performed at the cost of the successful bidder.

18 Supporting Documents


The service provider shall ensure that all schedules are properly completed and shall also provide and attach copies of all the requested documentation to be submitted in support of its proposal, including but not limited to the documents referenced in the Appendixes.

 <p>SOUTH AFRICAN AIRWAYS TECHNICAL</p>	<p>TECHNICAL MATERIALS</p> <p>RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS)</p>	<p>Request No: SAAT001/24</p>
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APPENDIX 3 : SCHEDULE A - HISTORICAL SHIPPING DATA

See attached document:

- Schedule A – Historical Shipping data for the past (12) twelve months.

 <p>SOUTH AFRICAN AIRWAYS TECHNICAL</p>	<p>TECHNICAL MATERIALS</p> <p>RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS)</p>	<p>Request No: SAAT001/24</p>
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APPENDIX 4 : PRICING


Pricing to be inserted as per the attached Templates - see list below:

	<p style="text-align: center;">TECHNICAL MATERIALS</p> <p style="text-align: center;">RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS)</p>	<p>Request No: SAAT001/24</p>
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APPENDIX 4 : Schedule “A3” – Import Freight Charges

APPENDIX 4 : Schedule “A1” – Airfreight Export Rate


This table must be completed and submitted as part of the completed bid documentation. (Schedule to be completed in soft copy provided).

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APPENDIX 4 : Schedule “B” - Comp Exports- Historical Data

18.1 Notes For Consideration:


- 18.1.1 Prices must be completed on the spread sheet (soft copy) provided
- 18.1.2 All fields required **MUST** be completed (Where line items are not applicable, mark it clearly as “N/A” and indicate in comments column reason for exclusion (e.g. “Included in cost of xxxxx”).
- 18.1.3 “Other” line items may be used, and duly completed for standard items charged, not provided for, without exceeding the space provided.
- 18.1.4 Prices may be subject to negotiation prior to contracting
- 18.1.5 Pricing offered are taken as the best offer, but may not be increased during the contracting stages, nor within the first 12 months of the contract
- 18.1.6 No supplementary tariffs not included in these sheets will be accepted at time of negotiations, contracting or invoicing.
- 18.1.7 Prices quoted need to correspond with the correct selection of currency in column provided
- 18.1.8 Prices are per unit selected on the sheet provided
- 18.1.9 Submission **must** be done in soft copy (**DO NOT CHANGE THE SHEET – NO ADDING / REMOVING / FORMATTING OF SHEET MAY BE DONE**)
- 18.1.10 No 3rd party charges may be forwarded to SAAT without prior written consent for exceptional cases.

 <p>SOUTH AFRICAN AIRWAYS TECHNICAL</p>	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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18.2 Example of Supplementary Tariff Sheet (Import)

 <p>SOUTH AFRICAN AIRWAYS TECHNICAL</p>	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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*Note: Bidder's proposed times must not be longer than the maximum shipping (delivery) times.

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- Reports

18.3 Requirements for Service Provider to Note

- 18.3.1 Failure to provide reports will be viewed as non-adherence to contractual obligations
- 18.3.2 Reports must be made available within the first three (3) months after signing of the contract
- 18.3.3 Reports will be provided to SAAT as part of the overall service offering and may not be charged in addition
- 18.3.4 Reports may be submitted in .CSV or .XLS formats
- 18.3.5 Reports must be submitted to SAAT no later than the 7th of every month.

SAAT requires the service provider to supply detailed management information reports, which should reveal the following output requirements for every shipment:

18.4 Shipment Report

On a single spread sheet, the detail per shipment must be indicated in accordance to line items contracted and charged:

18.4.1 Detail per line


- Invoice Number
- Port of Shipment
- Collection Address
- Weight
- Chargeable Weight

18.4.2 Freight Charges

- Air Freight Costs
- Additional Transport Costs (international)
- Insurance costs
- Duties Paid
- VAT Paid

18.4.3 Supplementary Charges (Per line as agreed in contract)

- Documentation
- Cartage

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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- Airline storage paid
- Cargo Examiners paid
- Agency Fees
- Facility / Bank Charges
- Additional charges contracted

18.4.4 Ad Hoc Charges

- Items to be included when incurred (e.g. special attendance, dangerous goods, refrigeration etc)

18.5 Exception Reports

18.5.1 Monthly reports


- Compliance with reference to delivery within the various Service levels i.e. AOG, Critical and Normal
- Shipments on SAA Cargo vs other airlines (Both Import and Export)
- Lost/damages shipping reports
- Monthly financial reports
- Customs Penalties

18.5.2 Quarterly Reports

- Average SLA Adherence per AOG, Critical or Normal, per month
- Summary of Financial reports
- Summary of Volume shipped to / from ports

18.6 System Interface


- Interface via web service for daily XML file transfer of Inbound shipments, outbound shipments, costs (invoicing) and material movements.

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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APPENDIX 5 : DEVIATIONS FROM RFB

If no departures or modifications are desired, the Schedule hereunder is to be marked "NIL".


Page Number	Clause Number	Deviation

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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Checklist	Appendix 5
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We the undersigned submit this Proposal in accordance with the conditions contained in the referenced RFB document and attach the documents required:


No.	Documents Submitted	N/A	Yes	No
	Bid Summary & Details –			
	Appendix 1 Scope of Services + Soft Copy of Bid Template			
	Appendix 2 Evaluation Criteria			
	Appendix 3 Schedule A – Historical Shipping Data			
	Appendix 4 Pricing Schedule “A1” – Import Additional Schedule “A2” – Inflight Services Sea Freight Schedule “A3” – Comp Imports- Historical Data Schedule “B” – Comp Exports- Historical Data Schedule “C” - Additional Charges Service Levels for Imports and Exports Schedule “E” - Reports			
	Appendix 5 Checklist			
	Appendix 6 Deviations from Request for Bid			
	Appendix 7 Board Resolution/Delegation of Powers			
	Appendix 8 References			
	Appendix 9 Confirmation of Intention to Quote and Confidentiality			
	Appendix 10 Pre-Bid Briefing Session			
	Appendix 11 Preference Point Claim Form in Terms of the Preferential Procurement Regulations 2017			
	Appendix 12 SAAT Environmental Policy			

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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Deviations from RFB	Appendix 6
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If no departures or modifications are desired, the Schedule hereunder is to be marked "NIL".

Page Number	Clause Number	Deviation

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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<p>Board Resolution/ Delegation of Powers</p>	<p>Appendix 7</p>
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Please attach, this existing format is a sample:

Company Name Here

MINUTES OF [Company Name] BOARD MEETING HELD IN [Place] ON [Date]

PRESENT:
Mr. Surname (Chairman)
Mr. Surname [Designation]

RESOLVED THAT:
The company will bid on South African Airways Technical (SOC) Limited, RFB No: **SAAT001/15**.
The information provided on the bid documents will be true and correct.
All documentary proof required for the tender, will be provided to the satisfaction of SAAT.


FURTHER RESOLVED THAT:
Mr. / Mrs. [Company Representative] has been duly authorized to sign all documents relating to this bid on behalf of [Company Name]

Name Surname (Chairman)

Witness

Name Surname (Designation)

Witness

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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References	Appendix 8
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List three (3) references of present or past, customers, other than SAAT where service of similar scope has been performed in the last three (3) years. This information is compulsory and must be supported by the provision of a signed letter on the Customer’s letterhead.

1. Company name: _____

Scope of Work: _____

Contact Person & Title: _____

Email Address : _____

Telephone: _____

Address: _____

2. Company name: _____


Scope of Work: _____

Contact Person & Title: _____

Contact Person & Title: _____

Telephone: _____

Address: _____

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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3. Company name:


Scope of Work:

Contact Person & Title:

Email Address:

Telephone:

Address:

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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Confirmation of Intention to Quote and Confidentiality	Appendix 9
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(To be submitted before Bid Documents Submission, via fax or email)

COMPANY NAME: _____

CONTACT PERSON: _____

REGISTRATION NUMBER: _____

REQUEST FOR BID FOR THE SUPPLY OF DOOR-TO-DOOR FREIGHT LOGISTICS, CUSTOMS CLEARING SERVICES, FOR A PERIOD OF FIVE (5) YEARS – SAAT021/18

We confirm receipt of the above Request for Bid and all specifications, drawings and exhibits and confirm our intention to submit a Bid for the GOODS and SERVICES all in accordance with the Request for Bid.

We undertake to keep secret and hold confidential all information relating directly or indirectly to this Request for Bid, the GOODS and SERVICES as defined in the Request for Bid and warrant that the same shall not be divulged by ourselves, our employees or agents to any third party (including prospective Sub-contractors / Suppliers) save to the extent necessary for the preparation of our Bid, and then only on the basis that the recipient of such information shall be bound by similar confidentiality undertakings to those undertaken by ourselves hereunder.

We, as Bidders, realise and agree that the fact that we have been invited to submit a Bid and all matters relating to SAAT's handling of the proposed Contract or the selection of Suppliers or potential Suppliers are strictly confidential as among Bidder and SAAT. All announcements as to pre-qualification, Request for Bid, Bidders and Contract negotiations will be made by SAAT only.

The above undertaking shall survive the Bid and any subsequent Contract.
We further undertake to return the RFB and all specifications, drawings and exhibits if we are not successful with this enquiry or decide not to submit a Bid.

Communication with Bidder:

All further communications concerning this Request for Bid should be addressed for the attention of our _____


Telephone: _____

Fax: _____


Yours faithfully

Date: _____

Signature by Bidder's Representative who hereby acknowledges that he/she is duly authorised to commit the Bidder to this undertaking.

 <p>SOUTH AFRICAN AIRWAYS TECHNICAL</p>	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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Kindly acknowledge receipt of this bid and indicate your agreement with the above-mentioned by return message to mmapitsokhoetha@flysaa.com

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<p>Preference Point Claim Form in Terms of the Preferential Procurement Regulations 2017</p>	<p>Appendix 11</p>
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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of above R 1 000 000 (all applicable taxes included); and up to R50,000,000
- the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1,000,000 (all applicable taxes included) and therefore the ... 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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


1.3.1 The maximum points for this bid are allocated as follows:

BEE POINTS (insert appropriate points)

1.3.1.1 **PRICE (insert appropriate points)**

1.3.1.2 **B-BBEE STATUS LEVEL OF CONTRIBUTION**

Total points for Price and B-BBEE must not exceed 100

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1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);


2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;

2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.9 **“EME” or exempt micro enterprise** means any enterprise with an annual turnover of up to R10 million.

2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise


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duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 1.3 Points scored must be rounded off to the nearest 2 decimal places.
- 1.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 1.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one

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scoring the highest score for functionality.

- 1.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$


Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, 2017 preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6


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7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-B-BEE scorecard as if they were a group structure and that such a consolidated B-B-BEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

SUPPORTING DOCUMENTS

Please take note that failure to submit the supporting documents required below, may adversely impact the

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review of your bid.

1 Attached Template(s)

Please complete all requested information in the template(s)

2 Company Documentation: Please attach the listed documents

Financial Statements

Please attach your Audited Financial Statements for the past three years for companies OR the three previous year's financial statements and officer's report for Closed Corporations (CC).

CC or Company Registration Documents

Companies Shareholders Certificate

Public Liability and Incident Insurance

SARS Tax Clearance Certificate (or proof of application for same)

A valid original SARS Tax Clearance Certificate must accompany the bid. In case of a consortium/joint venture, or where sub-contractors are utilised, a valid original SARS Tax Clearance Certificate for each consortium/joint venture member and/or sub-contractor (individual) must be submitted. Each consortium/joint venture must submit its own valid original Tax Clearance Certificate.

Valid BBBEE certificate


Submission of a valid BBBEE certificate is required from an accredited SANAS/IRBA verification agency/auditor, except in the case of an "Exempt Micro Enterprise" where a formal letter from the Bidder's registered accountant stating "Annual Turn Over" will be accepted, or an affidavit stating the total black shareholding and total black female shareholding, BBBEE Status Level of Contribution and what the company's annual turnover is.

Failure to submit a certificate will result in a zero score for BBBEE

Indicate whether your company is an:

- a. Exempted Micro Enterprise (EME)
- b. Qualifying Small Enterprise (QSE)
- c. Generic Enterprise

What is the enterprise's average annual turnover (excl. VAT) during the current period under review for which the business has been operating or the previous two financial years?

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R _____

NB. Please submit your most recent set of annual financial statements (AFS) that are audited/independently reviewed not older than twelve months. If these financial statements are older than twelve months, please submit your most recent management accounts (Income Statement, Balance Sheet and Cash Flow) signed by the directors/members.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA), the said certificate may be a certified copy thereof.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)


8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?
.....%
- (ii) the name of the sub-contractor?
.....
- (iii) the B-BBEE status level of the sub-contractor?
.....
- (iv) whether the sub-contractor is an EME?
YES / NO (delete which is not applicable)

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm

9.2 VAT registration number :

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9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE STATE BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated

Registered Account Number.....


Stand Number.....

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;

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- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

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DATE:.....

ADDRESS.....

.....

.....

.....

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DECLARATION

I/We _____
 [name of company, close corporation or partnership]
 Of [full address] _____

 carrying on business under style or title of [trading as]

 represented by _____
 in my capacity as _____

being duly authorised, hereby lodge a submission to the Request for Information for the Supply of Logistics services to South African Airways Technical SOC (LTD), as follows:

ADDRESS FOR NOTICES

Bidder to indicate its domicilium citandi et executandi hereunder:
 Name of entity: _____
 Facsimile: _____
 Address: _____

NAME(s) AND ADDRESS / ADDRESSES OF DIRECTOR(s) OR MEMBER(s)

The Bidder must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the RFB is submitted.

- (i) Registration number of company / C.C. _____
- (ii) Registered name of company / C.C. _____
- (iii) Full name(s) of director/member(s): Address/Addresses: ID Number/s:


SIGNED at _____ on this _____ day of _____ 20__.

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES


1 _____
 Name _____

2 _____
 Name _____

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE:

 <p>SOUTH AFRICAN AIRWAYS TECHNICAL</p>	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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NAME: _____
DESIGNATION: _____

	<p>STRATEGIC PROCUREMENT: LOGISTICS SERVICES</p> <p>REQUEST FOR BID (RFB) RFB: REQUEST FOR SERVICES PROVIDER FOR DOOR TO DOOR FREIGHT LOGISTICS AND CUSTOM CLEARING SERVICES FOR A PERIOD OF THREE (3) YEARS</p>	<p>Request No: SAAT001/24</p>
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**SOUTH AFRICAN AIRWAYS TECHNICAL
(SOC) LIMITED**

ENVIRONMENTAL POLICY STATEMENT

We at South African Airways Technical (State Own Company- SOC) Limited recognize that our activities associated with the maintenance of aircraft, impact upon the environment and undertake to conduct our operations in an environmentally responsible and sustainable manner.

Accordingly South African Airways Technical (SOC) Limited will:

- Minimize current and potential negative environmental impacts through the implementation and maintenance of an environmental management system.
- Comply with all relevant environmental legislation and regulations and any other policy requirements to which the organisation subscribes.
- Promote environmental awareness, including awareness of this policy, amongst all employees and protection of the environment through an appropriate management system.
- Communicate with interested and affected parties such as employees, site neighbours, government authorities, contractors, suppliers, public and customers to promote responsible environmental management.
- Set, monitor, review and continually improve environmental objectives and targets for the organisation.

Through adhering to all undertakings as stated in this policy; we commit all managers and employees to strive towards pollution prevention and continual improvement in South African Airways Technical (SOC) Limited's environmental performance.


 CHIEF EXECUTIVE OFFICER
 Musa Zwane