



RFQ No. RFQ 007-2026-001

Request for quotations to
appoint a Panel of service
providers to supply and deliver
packaging material for a period
of twelve (12) months **(as and
when required)** for
Johannesburg, Cape Town and
Durban.

Head Office Air Chefs SOC Ltd Address: 20 Jones Road, Jet Park. Postal Address: PO Box 2275, Kempton Park, 1620 Tel: +27 (11) 978 1881 Fax: +27 (11) 397 8883
Cape Town International Airport Fox Trot, 3 Thunder City, 7525. Postal Address: PO Box 3, Cape Town, 7252 Tel: +27 (21) 9363336 Fax: +27 (21) 935 0601

Directors: Directors: MG India* (Chairperson), MC Seshibe (Chief Executive Officer), S Pather (Chief Financial Officer), BP Mbomvu*, SB Dlungwane*, P Dala*
R Kibuuka (Company Secretary)

*Interim Non-Executive Director

Reg No. 1990/06277/30

Written Quote Form26

RFQ NUMBER: RFQ 007-2026-001
ISSUING DATE: 05 October 2026
CLOSING DATE: 08 October 2026 @16h00 CAT
VALIDITY OF RFQ: 90 Days
CLARIFICATION QUESTIONS SHOULD BE DIRECTED TO:
Lina Lekaka, LinaLekaka@airchefs.co.za
Mohau Mafitoe, MohauMafitoe@airchefs.co.za
Koketso Nape, Koketsonape@airchefs.co.za

RFQ RETURNABLE DOCUMENTS TO BE E-MAILED TO:

Lina Lekaka, LinaLekaka@airchefs.co.za
Mohau Mafitoe, MohauMafitoe@airchefs.co.za
Koketso Nape, Koketsonape@airchefs.co.za

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

Air Chefs requests your quotation on the goods and/or services listed on the attached form. Please furnish all information as requested and return your quote and all mandatory returnable documents on/before the date stipulated. Late and incomplete submissions may invalidate the quote submitted.

NAME OF VENDOR (SUPPLIER):

.....

POSTAL ADDRESS:

.....

TELEPHONE NO.:

.....

CELL NO:

.....

E MAIL ADDRESS:

.....

CONTACT PERSON:

.....

This RFQ will be evaluated on the panel selection requirements.

Mandatory Returnable Documentation to be attached:

1. Pricing Schedule (Detailed Quotation, VAT Inclusive) (Annexure A) – **(An incomplete pricing schedule will lead to the bidder being disqualified)**

Administrative and Legislative Documentation to be attached:

2. Approved Food Safety Certificate (e.g. HACCP or ISO 22000 or FSSC 22000) or Valid BRCGS Packaging Materials certificate
3. A declaration on the manufacturer's or supplier's letterhead confirming:
 - The product is intended for direct or indirect food contact.
 - The product is manufactured using food-grade raw materials.
 - The product is safe for its intended use.
 - The product complies with applicable food-contact requirements and recognised industry standards.
 - The product is traceable to the original manufacturer.
4. Confirmation in writing from the bidder stating the ability to deliver packaging material in either JHB, Durban, Cape Town or All location in Air Chefs operational locations on an as-and-when-required basis.
(Disclaimer: Bidders who operate in one or two (e.g. JHB & DBN only) locations are encouraged to bid. Bidders will not be disqualified should the bidder operate in certain locations only)
5. Company registration documents
6. Valid BBBEE Certificate or Sworn Affidavit (EME/QSE affidavit where applicable)
7. SARS Tax Compliance Status (Tax Pin)
8. SBD 4 – Declaration of interest (completed and signed) (Annexure B)

Non-Mandatory Returnable Documentation to be attached:

1. CSD Summary Report.

Bidders will be disqualified should they fail to submit all mandatory returnable documents.

DECLARATION BY BIDDER

- I certify that I am duly authorized to submit this bid on behalf of the information supplied is correct and I have read and understand Air Chefs General Conditions of Contract and accept Air Chefs General Conditions of Contract.
- I further certify that all the required information has been furnished, and the relevant forms completed and are herewith submitted as part of the bid.

SIGNATURE OF SUPPLIER: _____

CAPACITY: _____

1. Background

Air Chefs, a Schedule 2 public entity and airline caterer, operates at three sites: **Johannesburg, Durban, and Cape Town**. Air Chefs requires a panel of service providers to supply and deliver packaging materials for a period of twelve (12) months to all Air Chefs' locations on an as-and-when-required basis.

Air Chefs mainly require packaging for in-flight catering, airline lounges, canteens, in-house bakery, and in-house cleaners.

2. Scope of Work

The appointed service providers will be responsible for the supply and delivery of packaging materials which will be coordinated with the Air Chefs Operations Department.

Refer to the table below for the packaging materials required:

No	Material	Material Description
1	1050000107	GPCK-FOIL CATERING HEAVY DUTY
2	1050000143	GPPR-COCKTAIL SERVIETTES
3	1050000179	GSPC-PEPPER SACHETS
4	1050000396	GPPR-GALLEY WIPES
5	1050001546	GPCK-BAG REFUSE BLACK 750X950M (1000P/P)
6	1050002666	GCEM-CHAFING FUEL
7	1050003093	DISPOSABLE PIPING BAG
8	1060000002	UNIF-BEARD MASKS
9	1060001002	PLASTIC SLEEVES 100'S
10	1060001003	PLASTIC APRONS (MULTIMERJA)
11	1060001004	MOP CAP GREEN
12	1060001171	FOMOPACK DINNER 2 DIVISION
13	1060001348	GCHEM- DISHWASH LIQUID 5 LT
14	1060001356	MOP CAPS PLAIN WHITE
15	1060001762	BLUE NITRILE P/F GLOVE M L XL
16	1060001778	MOP CAP BLUE
17	1060001779	MOP CAP RED
18	1060001780	MOP CAP YELLOW
19	1080002037	GPCK-CLEAR TUB & LID 25ML
20	1090000003	GPCK-ICE BAGS
21	1090000012	GPCK- CLEAR TROLLEY COVERS
22	1090000051	GPCK-CUTLERY WRAP 30Y 300MM
23	1090001331	GPCK-SMALL INNERS
24	1090001335	SMALL INNER LIDS
25	1090001352	GPCK-FOIL DISHES 4021E
26	1090001353	GPCK-FOIL LIDS 8021 P/PAK-0301
27	1090001426	GPCK -MUFFIN CUP NO 14
28	1090001434	GPCK-COOKIE TULIP BROWN 160MM 300'S
29	1090001435	SILICON BAKING PAPER
30	1090001454	GPCK-PLASTICK FORK WHITE
31	1090001455	GPCK-PLASTICK KNIFE
32	1090001457	GPCK-PLASTICK TEASPOONS WHITE

33	1090001458	GPCK-SPOON PLASTIC
34	1090001467	GPCK-COLD MEAL BOXES
35	1090001496	SNACK BOX WIND BROWN 180x100x50 (150)
36	1090001515	GPCK-KRAFT DBW BOX 450mmX55mm
37	1090001517	GPCK-KRAFT DBW BOX 370mmX55mm
38	1060001026	GCLN-3M SCOURERS GREEN NO96
39	1050000180	GSPC-SALT SACHETS
40	1050000366	GWINE-OVERMEER GRAND CRU 5LT
41	1050000367	GWINE-OVERMEER DRY RED 5LT
42	1050001027	GPCK-CLING WRAP 1400M
43	1050000965	GPCK-TOOTPICKS WRAPPED 1000
44	1090000027	GPCK-POLYPROP BAG 102 X 44 X 235MM
45	1090000028	GPCK-POLYPROP BAG 130 X 80 X 350MM
46	1090001337	GPCK-9 IN 1 CUTLERY PACK
47	1090001531	GPCK-MINI CRYSTAL FORK 10CM
48	1090000052	GPCK-CUTLERY WRAP 30MIC 200MM
49	1090001537	GPCK-WHITE U CARD-120X30X80MM VALKRAFT

Air Chefs reserves the right, at its sole discretion, to procure additional packaging materials, products, or related items from the service providers during the term of this Agreement that were not included in the original list, specifications, or pricing schedule attached to this RFQ.

Air Chefs will procure additional packing under the following circumstances:

- Whenever client needs change and existing suppliers are unable to supply this need.
- When further market analysis results show that there are other suppliers who are capable of supplying any of the packaging and meet the relevant commercial and compliance requirements. Air Chefs will seek appropriate approval to add such suppliers to the panel in order to comply to National Treasury requirement that no other potential service provider will be discriminated against.
- When the existing suppliers are unable to supply the required product due to stock outs.
- When a client nominates a product that is not available from any of the above suppliers.

3. RFQ Validity Period

The validity period is 90 days.

4. Briefing Session

None

5. Site Visit

Site Visit – Air Chefs officials reserves the right perform a visit of the manufacturing/ storage premises where the food safety-compliant packaging material is produced/ stored.

6. The Evaluation Process

The following critical criteria will apply during the evaluation of this RFQ.

Phase 1	Phase 2	Phase 3
Mandatory requirements	Administration and Legislative Requirements	Technical Compliance
Compliance with mandatory requirements	Compliance with the Administration documents requirements	Compliance with the technical specifications and requirements

Phase 1 – Mandatory Requirements

A bidder will be disqualified if they fail to meet the following Mandatory Requirements.

No	Requirement	Pass or Fail
1	Pricing Schedule (Detailed Quotation, VAT Inclusive) (Annexure A) – (An incomplete pricing schedule will lead to the bidder being disqualified)	

Phase 2 - Administrative and Legislative Requirements

No	Requirement	Pass or Fail
1	Approved Food Safety certificate (e.g., HACCP or ISO22000 or FSSC 22000) or Valid BRCGS Packaging Materials certificate	
2	A declaration on the manufacturer's or supplier's letterhead confirming: - The product is intended for direct or indirect food contact. - The product is manufactured using food-grade raw materials. - The product is safe for its intended use. - The product complies with applicable food-contact requirements and recognised industry standards. - The product is traceable to the original manufacturer.	
3	Confirmation in writing from the bidder stating the ability to deliver packaging material in JHB, Durban, Cape Town or All location in Air Chefs operational locations on an as-and-when-required basis.	
4	Company registration documents	
5	Valid BBBEE Certificate or Sworn Affidavit (EME/QSE affidavit where applicable)	
6	SARS Tax Compliance Status (Tax Pin)	
7	SBD 4 – Declaration of interest (completed and signed) (Annexure B)	

Bidders will be disqualified should they fail to submit all mandatory documents.

Only bidders who are compliant on all mandatory and administrative and legislative requirements will proceed to phase 3 of the evaluation process.

Phase 3 - Technical (Functionality) Compliance

The functional/technical evaluation will be based on a threshold, where bidders are expected to achieve a minimum of **70 points**.

No.	Technical Requirement	Mandatory	Evidence Required	Minimum points required – 70 points
REFERENCE LETTERS				
1.	The bidder must provide <u>three (3) reference letters</u> on official client letterhead, with contact details, for similar services rendered within the last three (3) years (01 April 2023 – 31 March 2026). Reference must include the following - Reference letters must be signed and/or stamped by a duly authorized company official. - Reference letters must not be older than 3 years of submission. - Each letter must be contactable (valid contact details for verification). - Type of service rendered: supply and delivery of packaging material at a satisfactory level. - Reference letter to show clear statement of service provided and duration of engagement. More than one reference letter pertaining to the same tender/project will not be considered. Reference letters that do not conform to the requirements above will be disqualified.		- Three (3) reference letters meeting all five criteria – Thirty (30) points - Two (2) reference letters meeting all five criteria – Twenty (20) points - One (1) reference letter meeting all five criteria – Ten (10) points - Partial submission or no reference letters submitted – Zero (0) points	(30) points

DISTRIBUTION NETWORK AND SERVICE COVERAGE		
2.	The bidder MUST demonstrate the capability and capacity to store, distribute, and deliver packaging materials to Air Chefs' Johannesburg, Durban, and Cape Town operations within the specified service levels and lead times throughout the contract period. Bidders shall provide sufficient information to demonstrate the warehousing, distribution, logistics, and delivery capabilities that will be utilised in the execution of the contract. Such arrangements may comprise company-owned facilities, leased facilities, shared warehousing, distribution centres, contracted logistics providers, or a combination thereof. Air Chefs acknowledges that certain operational information may be commercially sensitive. Accordingly, bidders shall not be required to disclose confidential business information beyond what is reasonably necessary to demonstrate their capability to perform the contract.	Distribution and delivery capability - Evidence demonstrating access to warehousing, storage, distribution, or logistics infrastructure capable of supporting service delivery to Johannesburg, Durban, and Cape Town, whether owned, leased, shared or contracted arrangements. – Fifteen (15) points Supporting facility evidence - Photographic evidence, facility profiles, service agreements, warehouse certifications, logistics contracts, or equivalent supporting documentation demonstrating the existence and suitability of the proposed facilities. – Five (5) points Transportation capacity - Details of logistics partners, transportation arrangements, and distribution networks to be utilised for contract execution. Evidence of transportation capacity through owned vehicles, leased vehicles, transport agreements, contracted logistics providers, fleet insurance, or equivalent supporting documentation – Ten (10) points Delivery plan and contingency arrangements

		- A distribution and delivery plan demonstrating the bidder's ability to supply all Air Chefs locations within the required lead times, including contingency arrangements for urgent requirements. – Ten (10) points Distribution experience/ systems - Evidence of previous distribution experience in food service, catering, hospitality, FMCG, retail, or similar environments, or alternatively, demonstrable systems, processes, resources, and logistics arrangements capable of supporting the contract requirements. – Ten (10) points	
QUALITY ASSURANCE AND FOOD SAFETY COMPLIANCE			
3.	The bidder MUST submit documentary evidence demonstrating implemented quality management systems, manufacturer accreditation, product traceability processes, and food safety compliance controls.	Submission of signed product traceability procedures/ policy, manufacturer authorisation, signed recall procedures/ policy, approved food safety certificate – Twenty (20) points Partial or non-submission of signed product traceability procedures/ policy, manufacturer authorisation, signed recall procedures/ policy, approved food safety certificate – Zero (0) points	(20) points

Bidders should note that the minimum of 70 points required is also reliant on meeting a minimum threshold per evaluation section overall. Failure to achieve a minimum of 70 points in the functional/ technical will lead to the bid not being considered further in the evaluation.

All bidders who successfully meet **phase 1, 2 and 3 requirements** will qualify for the panel.

7. Panel Appointment and Selection Criteria

7.1 Appointment of the Panel.

Air Chefs intends to establish a panel of **approved packaging manufacturers and suppliers** to support its operational requirements in Johannesburg, Durban and Cape Town.

No bidder shall acquire an entitlement to appointment solely by virtue of participating in the RFQ process.

Appointment to the panel does not constitute a guarantee of any minimum volume, value, expenditure or allocation of business.

The establishment of the panel shall not constitute an award for any specific quantity of goods or services. Individual requirements shall be procured through the quotation process prescribed in this RFQ.

Air Chefs reserves the right, subject to applicable legislation, its approved procurement policies and delegated authority, to amend, suspend, withdraw or cancel the procurement process where objectively justifiable and properly documented grounds exist.

7.2 Service Provider Selection Methodology

Air Chefs operates in a **24-hour, seven-day airline catering environment**, where the timely availability of packaging materials is essential to operational continuity.

Order Placement

Orders shall be placed with the supplier that offers the most advantageous combination of factors, including the lowest quotation in instances where multiple SAP-approved suppliers provide similar products or services. However, where only one (1) supplier is available on the SAP system for a specific product or service, that supplier will be utilized. In addition to pricing considerations, priority will be given to suppliers with the shortest confirmed lead times and/or immediate stock availability at the time of the request to ensure business continuity and uninterrupted operations. This approach promotes value for money, operational efficiency, and service reliability while maintaining compliance with applicable governance requirements, procurement policies, and internal control frameworks.

Price Lock

Each manufacturer or larger distributor will provide a locked price valid for a defined period (e.g. three months to six months) or market related price that is economical (Negotiated lower prices), giving Air Chefs cost predictability.

Verification of Price

For each procurement requisition on SAP by stores or lounges (Note: This is not referring to the procurement request form), the locked or negotiated prices will be verified against the supplier's system and supplier's negotiated prices on SAP for the specific packing category required. For those suppliers without a dedicated system, that can be accessed by Air Chefs officials on SAP for the latest prices.

It would be impractical to follow a full quotation process (Impracticality of sourcing three (3) quotations from the Panel) and evaluation process each time goods are required, given the impracticability and complex nature of the Air Chefs operations (Operating 24/7) which results in lengthy procedures that will delay procurement and negatively impact daily catering operations. Considering the nature of Air Chefs' business, where packaging items must be procured and delivered without interruption to sustain continuous service, a streamlined confinement process is both necessary and justified.

7.3 Award Principle

Air Chefs shall administer the panel and subsequent quotation process in a manner that promotes **fairness, equity, transparency, competitiveness and cost-effectiveness**, while safeguarding operational continuity and value for money.

Panel ranking shall constitute the **predetermined basis for the sequential invitation of quotations** and shall not, in itself, constitute an automatic entitlement to any particular procurement opportunity.

Each quotation award shall be based on the supplier's ability to satisfy the specific requirements of the procurement and shall be made in accordance with the evaluation criteria, decision rules, applicable legislation, Air Chefs' approved procurement policies and delegated authority.

All material decisions, including the rationale for bypassing a higher-ranked panel member, excluding a quotation, or awarding to a supplier other than the lowest-priced responsive quotation, shall be **objectively justified, appropriately authorised and supported by a complete audit trail**.

Nothing in this methodology shall be construed as creating a guarantee of business, expenditure or volume for any panel member.

8. The Standard Conditions of Quotations

Conditions:

- 8.1 All prices quoted must be inclusive of Value Added Tax (VAT).
- 8.2 All goods/services purchased will be subject to Air Chefs Conditions of Contract and Order, available when requested.

- 8.3 Although Air Chefs would prefer to award this RFQ to a panel of service providers, it remains at Air Chefs discretion (where applicable) to award to more than one service provider to ensure flexibility in provision of the required goods or services.
- 8.4 Air Chefs is not obligated to award this quote to any Bidder- thus entitled to retract this quote at any time as from date of issue, without any refunds whatsoever. Air Chefs is also not obligated to award this quote to the bidder that quotes the lowest.
- 8.5 Service, pricing and availability will be taken into consideration.
- 8.6 Pricing should be given based on an individual component that would make up the solution based on technical and functional requirements.

Additional Requirements

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

- 8.7 The Bidder or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- 8.8 The Bidder has not abused the Air Chefs' supply chain management system; and
- 8.9 The Bidder has not failed to perform on any previous contract and has not been given written notice to this effect.

9. Disclaimer

The contract shall be awarded at the sole and absolute discretion of Air Chefs, whereas Air Chefs reserves the right to retract this quotation at any time as from the date of issue, if justifiable. At the same time Air Chefs shall not be obliged to accept the lowest of any quotation, offer or proposal (where defensible).

Air Chefs retains the right to conduct due diligence on the bidder, and should it be discovered that the bidder, owner/shareholder and/or director has been charged, implicated or found to be involved in criminal activities, the bidder may be disqualified.