



South African Airways ('SAA')

RFQ GSM011/2026

**Request for Quotation for
Free standing digital Screens at the airport
for a period of 12 months.**

Written Quote Form

RFQ NUMBER: GSM011/26

ISSUE DATE: 02 March 2026

CLOSING DATE: 17 March 2026 @ 12:00pm

VALIDITY OF RFQ: 90 days

RFQ DOCUMENTS TO BE E-MAILED TO: tenders@flysaa.com – Limit 2MB (send in parts or via downloadable link)

Vendors should ensure that quotations are returned before the closing date and time. If the quotation is late, it will not be accepted for consideration.

SAA requests your quotation on the goods and/or services listed on the attached form. Please furnish all requested information and return your quote on/before the stipulated date.

Late and incomplete submissions may invalidate the quote submitted.

NAME OF VENDOR:

.....

POSTAL ADDRESS:

.....

TELEPHONE NO.:

.....

CELL NO:

.....

E MAIL ADDRESS:

.....

CONTACT PERSON:

.....

This RFQ will be evaluated on pricing, BBEE, and functionality.

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

1. SAA Vendor Document Annexure 1-
2. SBD 1 Document. Refer to Annexure 2
3. General Conditions of Contract. Refer to Annexure 3
4. SBD 4 Document. Refer to Annexure 4

CONDITIONS

- All goods or services purchased will be subject to the SAA General Conditions of Contract. A copy of the said conditions is available from the local Procurement office.
- It is the responsibility of the Vendor to ensure that SAA is in possession of a valid Original Tax Clearance Certificate.
- The onus, therefore, rests on the vendor to ensure SAA receives a valid Tax Clearance Certificate, as soon as the validity of the said certificate expires.
- Where SAA does not have a valid Tax Clearance Certificate, an Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so may invalidate the quote submitted in terms of the RFQ.
- All purchases will be made through an official purchase order. Therefore, no goods must be delivered, or services rendered, before an official order/contract has been received.
- I certify that the information supplied is correct and that I have read and understood the SAA General Conditions of Contract, and I accept them.
- Further certify that all the required information has been furnished, and the relevant forms are completed, and are herewith submitted as part of the bid.

SIGNATURE OF VENDOR: _____

CAPACITY: _____

RFQ NUMBER GSM011/2026**SAA Business Unit: Commercial****1. BACKGROUND**

South African Airways (SAA) is seeking proposals for the supply, installation, and support of free-standing digital screens across four major airports in South Africa for a 12-month period. The deployment includes:

- Johannesburg (O.R. Tambo International Airport) – 3 screens
- Durban (King Shaka International Airport) – 2 screens
- Cape Town (Cape Town International Airport) – 2 screens
- Port Elizabeth (Chief Dawid Stuurman International Airport) – 2 screens

2. SCOPE OF WORK**Screen and Service Requirements**

1. High-resolution digital screens capable of displaying both video (MP4) and static content (JPG, PNG).
2. Remote content update capability via secure network configuration.
3. Delivery, installation, and secure placement at the specified airport locations.
4. Compliance with ACSA permit requirements, to be arranged by the supplier.
5. Content turnaround SLA: All update requests must be fulfilled within 4 hours.
6. Provision of ongoing technical support throughout the contract period.
7. Full technical specifications and content dimensions for all supported formats must be provided by the supplier.
8. Suppliers must have installation experience in public spaces (e.g., airports, shopping centers, events) within the past five years.

3. **EVALUATION PROCESS & CRITERIA**

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

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

3.1 **EVALUATION PROCESS**

3.1.1 **COMPLIANCE WITH MINIMUM REQUIREMENTS**

All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions will be eliminated from further adjudication.

3.1.2 **EVALUATION OF QUOTATION**

The contract shall be awarded at the sole and absolute discretion of SAA.
SAA hereby represents that it is not obliged to award this quotation to any bidder.
SAA is entitled to **retract** this quotation at any time as from the date of issue.
SAA shall not be obliged to accept the lowest of any quotation, offer, or proposal.
All quotations will be evaluated according to the criteria, weightings, and threshold scores as indicated in 3.2 below:

3.1.3 **EVALUATION CRITERIA**

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

Critical Criteria (Mandatory Returnable) - Phase 01

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

| CRITICAL CRITERIA: None Weighted, Mandatory requirements to be met, for the Bidder's submission to qualify for further evaluation. | COMPLY (attach proof) | |
|---|------------------------------|--------------------------|
| | YES | NO |
| Proof of Equipment Ownership / Access <ul style="list-style-type: none"> Suppliers must provide proof of ownership or rental agreements for the required digital screens. List of available inventories must be included. <i>Provide ownership certificates / rental contracts & inventory list</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Delivery & Installation Capability <ul style="list-style-type: none"> Bidder must demonstrate ability to deliver and install the required screens at Johannesburg, Durban, Port Elizabeth and Cape Town airports. <i>Bidder must attach a project plan / confirmation of delivery capability.</i> | | |

| | | |
|--|--|--|
| <p>Fully completed Pricing Schedule</p> <p>The bidder must fully complete the pricing schedule provided by SAA.</p> <p>Note: No other pricing schedule will be accepted.</p> | | |
|--|--|--|

Functional Criteria – Phase 02

| | PHASE 2: FUNCTIONAL CRITERIA: Bidders who do not meet the threshold will be disqualified from the tender process. | WEIGHTINGS |
|---|---|-------------------|
| 1 | <p>Portfolio Quality, Screen Quality & Technical Specifications</p> <p>Screen Technical Specifications</p> <ul style="list-style-type: none"> Suppliers must submit technical data sheets and product brochures that clearly meet the following requirements: <ul style="list-style-type: none"> Commercial grade build quality suitable for professional environments = 2% Capability for continuous 24/7 operation = 2% Minimum screen size of 55 inches = 2% Display resolution of Full HD as a minimum, with 4K preferred = 2% Brightness rating of at least 700 nits = 2% Wide viewing angle of 178 degrees = 2% <p>Portfolio Quality Requirements</p> <p>The company must provide a portfolio that features:</p> <ul style="list-style-type: none"> At least three (3) past installations of digital screens within the past 5 years accompanied by a short description, specifying the location, type of screen used, and the scope of the project <ul style="list-style-type: none"> 3 or more installations featured = 10% 1-2 installations featured = 5% 0 installations featured = 0% Genuine photographs of installed screens in real-world settings, with visible branding and recognizable venues where possible, avoiding the use of stock images = 8% Demonstrations of a variety of installations and showcase innovative display solutions in areas such as airports, malls, exhibitions, conferences or events = 12% Consistency maintained between the portfolio and the references provided; the projects detailed in both should overlap wherever applicable = 8% | 50% |
| 2 | <p>Reference letters</p> <p>Bidder must provide reference letters from previous clients confirming successful installation and operation of digital</p> | 50% |

| | | |
|--|--|------|
| | <p>advertising screens or must provide contactable references in tabular form in the bidder's letterhead Of work done within a period not older than five years.</p> <ul style="list-style-type: none"> • Four or more references = 50% • Three references = 37.5% • Two references = 25% • One reference = 12.5% • No testimonial = 0% <p><i>Reference letters, including full contact details, must demonstrate that the bidder has installed the screens for clients within the past five years. Alternatively, South African Airways may verify directly with contactable references to confirm that the installations were completed within the same five-year period and recent.</i></p> | |
| | Total | 100% |
| | Threshold | 60% |

The minimum qualifying Functionality Threshold is **60% points**. All tenders that do not meet the Functionality Threshold of 75 points will not be considered for further evaluation based on Price and Specific Goals.

PRICING SCHEDULE

**The following tables should be used as a guide for the pricing proposal.
Please provide us with a quotation for the items/services specified hereunder where applicable, in accordance with the above specification.**

| Item No. | Qty | Description | Unit of Measure | Unit Price (Excl VAT) | Total (Excl VAT) |
|-----------------------|-----|---|-----------------|-----------------------|------------------|
| 1 | 3 | High-resolution free-standing screen – OR Tambo International Airport | Each | | |
| 2 | 2 | High-resolution free-standing screen – King Shaka International Airport | Each | | |
| 3 | 2 | High-resolution free-standing screen – Cape Town International Airport | Each | | |
| 4 | 2 | High-resolution free-standing screen - Chief Dawid Stuurman International Airport | Each | | |
| 5 | 1 | Installation and configuration per screen | Each | | |
| 6 | 1 | Network setup and secure remote content management configuration | Lot | | |
| 7 | 1 | Delivery and logistics costs | | | |
| | | O.R Tambo International Airport | Lot | | |
| | | King Shaka international Airport | Lot | | |
| | | Cape Town International Airport | Lot | | |
| | | Chief Dawid Stuurman International Airport | Lot | | |
| TOTAL (Excluding VAT) | | | | | |
| VAT (15%) | | | | | |
| TOTAL (Including VAT) | | | | | |

TECHNICAL SUPPORT AND MAINTENANCE

| Item No | Description | Frequency/ Duration | Unit Price (Excluding VAT) |
|------------------------------|---|---------------------|----------------------------|
| 1 | Content update SLA – 4-hour turnaround (remote) | Monthly | |
| 2 | On-site technical support | Monthly | |
| 3 | Preventative maintenance (hardware & software checks) | Quarterly/ annually | |
| TOTAL (Excluding VAT) | | | |
| VAT (15%) | | | |
| TOTAL (Including VAT) | | | |

PHASE 3: PRICE AND SPECIFIC GOALS

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

| Details | Points |
|----------------|---------------|
| Price | 80 |
| Specific Goals | 20 |

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

SPECIFIC GOALS

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

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

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

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

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

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

Contractual Requirements:

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

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

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

1. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

Conditions:

- 1.1 All prices quoted must be inclusive of Value Added Tax (VAT).
- 1.2 All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
- 1.3 All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT.
- 1.4 Note: Although SAA would prefer to award this contract to a service provider, it remains at our discretion to award the functions of the manufacturing of this product to the company that will provide us with excellent & prompt service. SAA is thus not obligated to award this quote to any bidder. SAA is entitled to retract this quote at any time as of the date of issue, without any refunds whatsoever. SAA is not obligated to award this quote to the bidder that quotes the lowest.
- 1.5 Service, pricing, and availability will be taken into consideration.
- 1.6 Pricing should be given based on an individual component that would make up the solution, based on technical and functional requirements.

THE FOLLOWING MUST ACCOMPANY YOUR QUOTE

- ☐ SBD 1 Document. Refer to Annexure 2
- ☐ SBD 4 Document. Refer to Annexure 4
- ☐ General Conditions of Contract. Refer to Annexure 3

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