



SOUTH AFRICAN AIRWAYS TECHNICAL

South African Airways Technical (SAAT)

Request for Quotation (PROC8250)

REQUEST FOR QUOTATION

Instructions on Completion of Request for Quotation Document

This request for quotation must be completed in English and currency used must be clearly stated

NB: This document consists of 5 pages.

RFQ PUBLISHING DATE	8 SEP 2026	
RFQ CLOSING TIME & DATE	10 SEP 2026 @ 11h00	
COMPILED BY	Tel: +27 (0)11 978-3444 E-Mail: sergetefo@flysaa.com	PROC8250
<u>SPECIAL NOTES:</u> - This RFQ will be adjudicated in line with the “Preferential Procurement Policy Framework Act Regulations of 2022” It is the responsibility of the Vendor to ensure that SAAT is in possession of a valid Tax Compliance Status PIN Certificate and a B-BBEE Certificate or Affidavit whichever is applicable. - Reference the attached SBD1 & 4 forms. Does the bidder have anything to declare? - If no – please ensure that the Declaration (Page 1) and SBD1 form is Signed and returned with the Quotation. - If Yes – Please ensure that SBD1 & SBD 4 are completed and returned with Quotation. - All purchases will be made through an Official Purchase Order. No goods or services must be delivered before an Official Purchase Order has been received. - Quotation must be E-mailed to the email address provided before the closing TIME / DATE of quotation. - Price(s) quoted is/are to be exclusive of Value Added Tax, but VAT must be shown separately. Unless otherwise stated, quotations will be regarded as having a Validity period of 90 days. - SAAT has the right to withdraw any tender at any time without prior notification. - Responsible person must sign this Cover page and ALL pages of quotation. Lead Time for ALL items must be specified. SAAT reserves the right to CANCEL any order where specified/quoted Lead Time is NOT adhered to. (Cancellation Fees will be for Bidders Account) - Prospective Bidders may submit more than one alternative bid/offers that fall within the specification requested. <i>“SAA retains the right to conduct due diligence on the bidder, and should it be discovered that the bidder, owner/shareholders and/or director have been charged, implicated or found to be involved in criminal activities, the bidder may be disqualified.”</i>		
Conflict of Interest	SAAT requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to SAAT if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, directors, controlling shareholders, of the bidding entity or key personnel who are family members of SAAT staff.	
Language of Quotation	English, including documentation such as catalogues, instructions and operating manuals.	
Validity Period	90 days (Unless otherwise stated)	
Price Variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.	
Partial Quotes	☐ Permitted ☒ Not permitted	

Payment Terms	☒ 100% within 15(or as per payment condition) days after receipt of goods, works and/or services and submission of payment documentation ☐ Other (please indicate)		
Conditions of Release of Payment	☒ Acceptance of Goods, Services and Works, based on full compliance with RFQ Requirements ☐ Passing Inspection [specify method, if possible] ☐ Passing all Testing [specify standard, if possible] ☐ Completion of service delivery [quantify if possible].		
Type of Contract to be Awarded	☒ Purchase Order ☐ Other Type/s of Contract [pls. specify]		
DECLARATION			
1. I certify that the information supplied is correct and I have read and understand SAA General Conditions of Contract and Accept SAA General Conditions of Contract. 2. 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/quotation			
Name of Company:			
Signature:		Date:	Time
NB: Return the Quotation and completed documents to: sergeteffo@flysaa.com and take note of the Payment Terms applicable to this RFQ.			

List of Requirements

- The bidder is requested to submit a quotation for servicing and issuing of certificate of conformance for each of the following items.

Item	Part Number	Description	Qty	UMA
1	2,5kg.	FIRE EXTINGUISERS CALIBRATION AND ISSUING COC		EA
2	4,5kg	FIRE EXTINGUISERS CALIBRATION AND ISSUING COC		EA
3	5kg.	FIRE EXTINGUISERS CALIBRATION AND ISSUING COC		EA
4	6.8kg	FIRE EXTINGUISERS CALIBRATION AND ISSUING COC		EA
	9kg	FIRE EXTINGUISERS CALIBRATION AND ISSUING COC		EA

Scope of Work: Fire Extinguisher Inspection & COC Issuance

1. Objective

The objective is to perform the annual inspection, servicing, and certification of all portable fire extinguishers (fire bottles) at SAA Technical to ensure full operational readiness and compliance with local fire safety regulations and occupational health and safety standards.

2. Applicable Standards

All work must be performed by a qualified, registered technician in strict accordance with:

- Local national standards (e.g., SANS 1475 in South Africa, or equivalent local regulations).
- Occupational Health and Safety legislation.
- Manufacturer specifications.

3. Detailed Tasks & Responsibilities

Phase 1: Physical Inspection & Assessment

- Inventory Verification: Locate, count, and verify all fire bottles against the existing asset register. Note any missing or misplaced units.
- Visual Inspection: Check the cylinder exterior for dents, gouges, severe corrosion, or illegal modifications.
- Gauge & Pressure Check: Verify that the pressure gauge is in the operable "green" range (for stored-pressure units).
- Component Check: Inspect the hose, nozzle, horns, safety pins, tamper seals, and operating levers for cracks, blockages, or signs of wear.
- Weight Verification: Weigh the cylinder to verify it meets the manufacturer's specified weight for correct agent volume.
- Hydrostatic Testing Check: Verify the last hydrostatic test date stamped on the cylinder to determine if a pressure test is due.

Phase 2: Servicing & Maintenance

- Tamper Seals: Replace missing or broken safety pins and plastic tamper seals.
- Internal Inspection (if required): For cartridge-operated units or units due for internal service, open and check the condition of the powder/extinguishing agent.
- Cleaning: Clean the cylinder, clear the nozzle/hose of any debris, and ensure safety instructions on the label are completely legible.
- Mounting & Signage: Ensure the mounting brackets are secure and that the correct regulatory signage is visible above the extinguisher.

Phase 3: Documentation & Certification

- Service Labels: Affix a legal service label to each compliant fire bottle indicating the technician's name, registration number, date of service, and next due date.
- Register Update: Update or compile a master asset register detailing the location, type (CO2, Dry Powder, Foam), size, serial number, and status of each unit.
- Defect Reporting: Provide a written report for any units that failed inspection, require hydrostatic testing, or need complete replacement.
- Issuance of COC: Upon successful completion of all checks and necessary remedial actions, issue an official Certificate of Compliance (COC) valid for 12 months.

4. Deliverables

- A signed and legally valid Certificate of Compliance (COC).
- An updated Fire Equipment Asset Register.
- A Service Report highlighting any condemned units, recommendations, or safety hazards identified during the walkthrough.

Evaluation of Quotations

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

PHASE 1: CRITICAL EVALUATION CRITERIA			
Indicate by marking the appropriate box with an “X” to confirm conformance to each requirement listed below. <i>NB: The relevant requirements are marked YES under the “Critical Requirement applicable to this RFQ” column.</i>	Critical Requirement Applicable to this RFQ	YES	NO
☐ Material to have a minimum of 24 months warranty from delivery date	YES/NO		
☐ Material is as per the RFQ specification.	YES/NO		
☐ Material must be delivered with 75% shelf life remaining	YES/NO		
☐ The condition of material/spares must be: NEW	YES/NO		

PHASE 2: FUNCTIONALITY EVALUATION CRITERIA	
The bidder must indicate the proposed supply lead-time for evaluation. Below is the scoring matrix to be used for the evaluation of the proposed lead-time.	
SUPPLY LEAD TIME	
☐ 1 - 15 DAYS or	100 points
☐ 16 - 31 DAYS or	90 Points
☐ 32 DAYS AND MORE	0 Points
Threshold	90 points
The bidder’s proposal must score at least 90 points to qualify for Phase 3 evaluation.	

PHASE 3: PRICE AND PREFERENTIAL GOALS		ALLOCATION OF POINTS
☐ Price		80
SPECIAL GOAL	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged on the basis of race	100% Black ownership	10
	99% - 75% Black ownership	8
	74% - 60% Black ownership	6
	50% - 51% Black ownership	3
	Below 50% Black ownership	0
Total points		10
SPECIAL GOAL	OWNERSHIP LEVEL	POINTS

Persons historically disadvantaged based on disability	100% owned by persons living with disabilities	5
	99 % - 75 % owned by persons living with disabilities	3
	74 % - 60 % owned by persons living with disabilities	2
	59 % - 51 % owned by persons living with disabilities	1
	Below 50 % owned by persons living with disabilities	0
Total point		5
SPECIFIC GOAL	ACHIEVEMENT LEVEL	POINT
Persons historically disadvantaged based on gender	100% Woman ownership	5
	99% - 75% Woman ownership	3
	74 % - 60% Woman ownership	2
	50 % - 51% Woman ownership	1
	Below 50 % Woman ownership	0
Total points		5
Total		100 points

The following documents must be provided with the bidder's quotation (for all Local and international suppliers).

- Valid BBBEE Certificate or Affidavit (local suppliers)
- Valid TAX Compliance Status PIN (local suppliers)
- Completed and signed SBD 1 form for international suppliers
- Completed and signed SBD 4 form for both local and international suppliers