



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER 

RFQ GSM067/2026

Request for Quotation for 7 IN 1 Disposable Cutlery

G.1 Written Quote Form

RFQ NUMBER: GSM0067/2026

ISSUE DATE: 11 September 2026

CLOSING DATE: 15 September 2026 at 16:00pm

VALIDITY OF RFQ: 180 days

RFQ DOCUMENTS TO BE EMAILED TO: Tenders@flysaa.com – The maximum size of documents that can be sent via the email box at once is **2MB**. If your files exceed this size, please send them in parts or provide a downloadable link. Note that South African Airways will not be responsible for links that are corrupt and cannot be opened.

Vendors must submit quotations before the specified closing date and time. If the quotation is late, it will not be considered.

South African Airways requests your quotation for the goods and/or services listed on the attached form. Please include all requested information and submit your quote by the specified deadline. Late or incomplete submissions will invalidate the quote, and the bidder will be automatically disqualified.

SUPPLIER INFORMATION:

NAME OF VENDOR:

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POSTAL ADDRESS:

.....

TELEPHONE NO.:

.....

CELL NO:

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E MAIL ADDRESS:

.....

CONTACT PERSON:

.....

This RFQ will be evaluated according to Evaluation Methodology. Bidders must meet all Administrative, Substantive, Technical, and financial requirements to be considered among the preferred bidders to be awarded the contract.

Required Documentation to be attached.

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

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.
- The Vendor is responsible for ensuring that SAA has 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 certificate's validity 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 or services must be delivered before receiving an official order/contract.
- I certify that the information supplied is correct, that I have read and understood the SAA General Conditions of Contract, and that I accept the SAA General Conditions of Contract.
- I further certify that all the required information has been furnished, and the relevant forms have been completed and are herewith submitted as part of the bid.

SIGNATURE OF VENDOR: _____

CAPACITY: _____

SAA Business Unit: Global Supply Management**1. BACKGROUND**

- 1.1. Service providers are requested to provide prices with their quotation to SAA for all the services to be provided as per the specifications. Service providers are expected to submit a cost that is fair and reasonable.
- 1.2. SAA has the right to negotiate with a prospective Service Provider regarding any proposed contract terms and conditions, including price(s).

2. SCOPE OF WORK**BACKGROUND**

SAA requires disposable cutlery supplied in bulk and as a hygienically sealed 7-in-1 set.

Quantity: please provide pricing as per the table below.

Quantity Range	Unit Price (Excl. VAT)	Total Price (Excl. VAT)
100 – 500		
500 – 1,000		
1,000 – 1,500		
1,500 – 2,000		
2,000 – 2,500		
2,500 – 3,000		

Please refer to the attached Specification for details.

Bidders are required to submit samples of the proposed 7-in-1 Disposable Cutlery together with their quotation. The samples must be clearly labelled with the bidder's company name and RFQ number and delivered to the Tender Box located at the Main Reception, Airways Park, on or before the RFQ closing date and time. Failure to submit the required samples may result in the bid being deemed non-responsive.

3. EVALUATION METHODOLOGY

Administrative Responsiveness	Substantive Responsiveness	Technical Functionality Evaluation	Evaluation of Price and Specific Goals	Business Award and conclusion of contract
Step 1	Step 2	Step 3	Step 4	Step 5
<i>Evaluation of returnable documents per tender requirements</i>	<i>Evaluation of Mandatory (Substantive) Returnable Documents i.e</i>	The minimum threshold for technical functionality is 70%.	Price (80) & Specific Goals (20)	<i>Post-tender negotiations (if applicable) are held at this stage before the LOA is issued to</i>

		Bidders must meet this minimum requirement to proceed to the next stage of evaluation.		<i>the preferred supplier.</i>
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Note: The evaluation of the various stages will generally occur sequentially. However, to speed up the process, South African Airways may choose to conduct different steps of the evaluation in parallel. In such cases, evaluating bidders at any stage should not be taken as an indication that they have passed previous stages.

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 apparent deviations from the requirements/conditions will be eliminated from further adjudication.

3.1.2 EVALUATION OF QUOTATION

The contract shall be awarded at SAA's sole and absolute discretion. SAA hereby states that it is not compelled to award this quotation to any bidder. SAA has the right to withdraw this quotation at any time from the date of issuance. SAA is not obligated to accept the lowest quotation, offer, or proposal.

SAA shall not be required to accept the lowest quotation, offer, or proposal.

All quotations will be evaluated according to the criteria, weightings, and threshold scores as indicated in 3.2 below:

3.2 ADMINISTRATIVE EVALUATION

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

3.2.1 ADMINISTRATIVE REQUIREMENTS

This evaluation stage will confirm whether all Returnable Documents [where applicable] were completed and returned by the closing date and time. At this evaluation stage, SAA will also verify if the Bid document has been duly signed by the authorised respondent, and the validity of all returnable documents will be verified.

3.2.2 SUBSTANTIVE REQUIREMENTS

This evaluation stage will confirm if the following requirements have been met:

3.3 Mandatory Returnable Documents – Phase 1

Bidders must fully comply (100% compliance) with the statements of compliance below by either selecting “Yes” or “No” with supporting evidence to qualify their statements of compliance. Failure to do so will result in bid disqualification. Bidders should also note that if they select “No,” South African Airways will interpret the bidder as non-compliant, leading to bid disqualification.

DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES / NO)
Local bidders must provide a copy of their South African Bureau of Standards (SABS) certification.	
Bidders must provide a valid ISO 9001 or equivalent Quality Management System certification (Certification of acceptability confirming food grade).	

All bidders who do not submit all the required returnable documents (Critical Criteria) will be disqualified from further evaluation.

3.4 Technical Functional Questionnaire/Evaluation (Minimum Threshold = 70%) – Phase 02

EVALUATION CRITERIA	WEIGHT
The bidder must provide evidence of experience in the manufacture and/or supply of items similar in nature, scope, and complexity. A minimum of two (2) examples of completed contracts/projects undertaken within the last three (3) years must be provided. Bidder to submit reference letters on the client's letterhead with contact details as to the nature services provided. • 2 Letters of Reference provided from previous clients with contact details. = 40% • 1 Letters of Reference provided from previous clients with contact details. = 20% • 0 Letters of Reference provided from previous clients with contact details. = 0%	40%
Bidders must provide a Food contact compliance declaration • Bidder has provided the declaration = 20% • Bidder has NOT provided the declaration = 0%	20%
Lead time - The bidder must provide a detailed implementation timeline indicating the time required to complete the evaluation process from following contract award in a table format. • 24 hours = 40% • 2 days – 3 days = 20% • 4 days = 10% • More than 4 days = 0%	40%
Functionality Score out of 100% Threshold	70%

Bidders must note that the minimum qualifying score for Functionality is 70%. All tenders that do not comply with all the Mandatory Requirements for Functionality and that fail to achieve the minimum qualifying score of 70% on Functionality shall not be considered for further evaluation against Price and B-BBEE.

3.5 **Phase 3 – Pricing and Specific Goals assessment**

All bid submissions that meet the Administrative, Substantive (Mandatory), and technical requirements (minimum threshold of 70%) and have confirmed their commitment to SAA's commission structure will be further evaluated under Specific Goals (20 points) to determine if they meet the preferential procurement objectives outlined for this tender.

These specific goals have been set as follows:

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
Bidders that are 30% or more, black women 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 (Department of Trade, Industry and Competition) guideline
30 % or more, black women owned	B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate

4. **STANDARD CONDITIONS FOR REQUEST FOR QUOTATION**

Conditions:

- 4.1 All prices provided must be exclusive of Value Added Tax (VAT).
- 4.2 All goods/services purchased will be subject to the SAA Conditions of Contract and Order, which are available upon request.
- 4.3 All prices submitted must be firm. "Firm" prices are deemed fixed and are only subject to the following statutory changes: VAT.
- 4.4 Service, pricing, and availability will be taken into consideration.
- 4.5 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

- ☐ SAA Vendor application and supporting documents. Refer to Annexure 1.
- ☐ SBD 4 Document. Refer to Annexure 2.
- ☐ General Conditions of Contract. Refer to Annexure 3

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