



**SOUTH AFRICAN AIRWAYS**

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A STAR ALLIANCE MEMBER ™

**South African Airways**

**RFQ GSM018/2024**

**Request for Quotation for Signage and Branding  
for SAA Airports**

G.1 Written Quote Form

RFQ NUMBER: GSM018/24  
ISSUE DATE: 16 April 2024  
CLOSING DATE: 29 April 2024 at 12:00pm  
VALIDITY OF RFQ: 90 days

RFQ DOCUMENTS TO BE E-MAILED TO: [tracyvelbroek@flysaa.com](mailto:tracyvelbroek@flysaa.com) - limit 2MB (send in part 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 information as requested and return your quote on/before the date stipulated.  
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, BEE, and functionality.  
Required Documentation to be attached.

1. SAA Vendor Document. Refer to Annexure 1
2. SBD 1 Document. Refer to Annexure 2
3. SBD 2 Document. Refer to Annexure 3
4. General Conditions of Contract. Refer to Annexure 4
5. Pricing Schedule. Refer to Annexure 5

CONDITIONS

- All goods or services purchased will be subject to SAA General Conditions of Contract. A copy of 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 I have read and understand SAA General Conditions of Contract and accept SAA 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      VENDOR: \_\_\_\_\_ CAPACITY:  
\_\_\_\_\_

**RFQ NUMBER GSM018/2024**

**SAA Business Unit: Global Supply Management**

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## **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 specification. Service providers are expected to submit a costing that is fair and reasonable.
- 1.2. SAA has the right to enter negotiation with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.

## **2. SCOPE OF WORK**

This scope of this requirement covers the Design, Supply, Installation, and Maintenance of airport signage and branding collateral at all SAA-operated airports in the domestic market. The service provider will design, supply, install, and maintain various types of collateral, such as light boxes, ticketing offices, digital screens, check-in collateral, and premium lounge collateral. The service provider will also coordinate with the airport authorities to get the required working permits, as each airport may have different procedures.

**For price comparison purpose only, bidders are required to provide price quotations for the following items:**

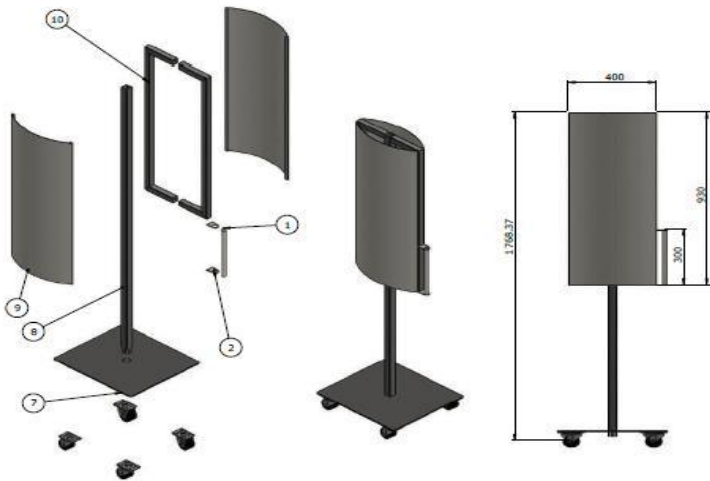
<b>Mini Pylon – Priority Boarding</b>	<b>100</b>
<b>Pylon</b>	<b>100</b>

Material Specification

MINI PYLON – PRIORITY BOARDING

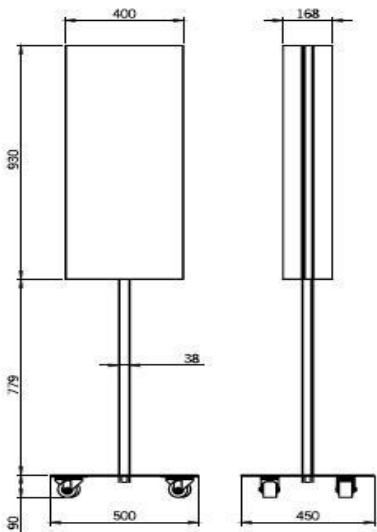
The artwork is to be printed on a vinyl and to be placed on a curved ABS Digital printed Graphic with Mat Laminate. The pylon is movable and must be fitted with wheels. The pylon is a double sided pylon.

ITEM NO.	PART NUMBER	DESCRIPTION	QTY
1	001-13-003	HANDLE	1
2	001-15-002	HANDLE LOCATION GUSSET	2
7	001-15-001	METAL BASE	1
8	001-13-001M	AIN SUPPORT COLUMN	1
9	001-19-001	SIGN FACE	2
10	001-13-002M	AIN FRAME	1



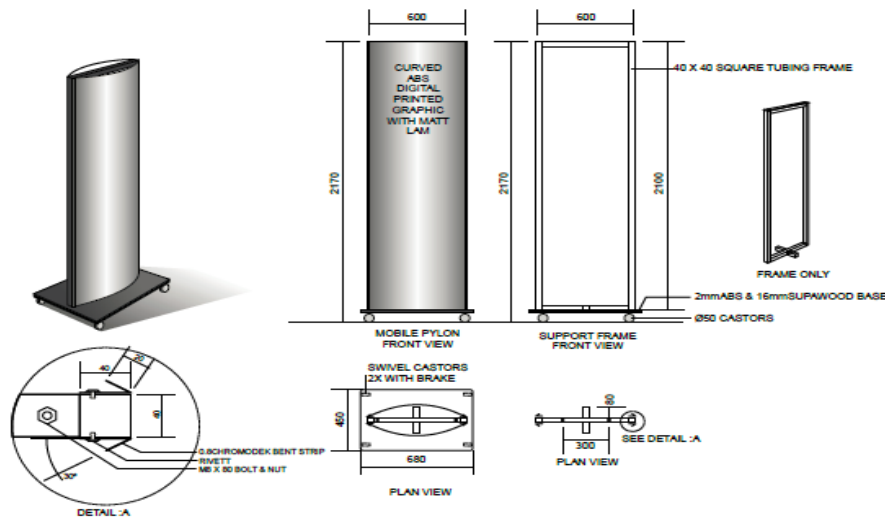
MINI PYLON – SELF CHECK-IN

The artwork is to be printed on a vinyl and to be placed on a curved ABS Digital printed Graphic with Mat Laminate. The pylon is movable and must be fitted with wheels. The pylon is a double sided pylon.



## PYLON

The artwork is to be printed on a vinyl and to be placed on a curved ABS Digital printed Graphic with Mat Laminate. The pylon is movable and must be fitted with wheels. The pylon is a double sided pylon.



### 3. EVALUATION PROCESS & CRITERIA

Responses will be evaluated on the functional criteria, where after qualifying responses will be evaluated on the Price and Preference Points:

#### 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 quotation will be evaluated according to the criteria, weightings and threshold scores as Indicated in 3.2 below:

#### 3.2 EVALUATION CRITERIA

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

## Functional Evaluation

The Functional Evaluation aims to assess the Bidder's suitability for undertaking the scope of work. This evaluation considers the Bidder's experience and Client references. Bidders are required to provide evidence related to the design, supply, and installation of airport signage and branding collateral relevant to the specified scope of work. The evidence should demonstrate client satisfaction (through contactable references) with the quality and timely delivery of the bidder's services, as documented in writing.

## Evaluation Matrix

The Bidders information will be evaluated and scored according to the following points systems:

Criteria	Weight
<p>Number of years providing design, supply, and installation of signage projects.</p> <ul style="list-style-type: none"><li>Company profile must clearly indicate the number of years in business providing design, supply, and installation <b>signage projects relevant to the scope of work as stated above.</b></li></ul> <p>Less than 1 year experience in design, supply, and installation of signage = 10 points</p> <p>More than 1 year but less than 3 years' experience in design, supply, and installation of signage = 25 points</p> <p>More than 3 years but less than 5 years' experience in design, supply, and installation of signage = 35 points</p> <p>More than 5 years of experience in design, supply, and installation of signage = 50 points</p> <p><b>Note:</b> Signage installations not relevant to the scope of work will not be considered.</p>	<b>50%</b>
<p><b>Client References</b></p> <ul style="list-style-type: none"><li>Bidders are required to give evidence of design, supply, and installation of signage relevant to the scope of work. Evidence provided must show that the client (through contactable references) was satisfied with the quality and delivery of the bidder in writing.</li></ul> <p>1 client = 10 points</p> <p>More than 1 but less than 4 clients = 25 points</p> <p>More than 4 but less than 7 clients = 35 points</p> <p>More than 7 clients = 50 points</p> <p><b>Note:</b> The SAA reserves the right to verify the validity of the evidence submitted</p>	<b>50%</b>
<b>Total</b>	<b>100%</b>
<b>Threshold</b>	<b>70%</b>

**Threshold:** 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.

### **3.3 PHASE 2 - Preference Point System**

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

Criteria	Points
Price	80
BBBEE	20
<b>Total</b>	<b>100 points</b>

Note: Additional 10 points will be scored subject to the following preference

- Where a bidder is 51% and more black owned – 5 points
- Where a bidder is 30% and more black woman owned – 5 points

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

### **Conditions:**

- 4.1 All prices quoted must be exclusive of Value Added Tax (VAT).
- 4.2 All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
- 4.3 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.
- 4.4 Note: Although SAA would prefer to award this contract to one 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 from date of issue, without any refunds whatsoever. SAA is not obligated to award this quote to the bidder that quotes the lowest.
- 4.5 Service, pricing, and availability will be taken into consideration.
- 4.6 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**

- ☐ SAA Vendor application and supporting documents. Refer to Annexure 1
- ☐ SBD 1 Document. Refer to Annexure 2
- ☐ SBD 2 Document. Refer to Annexure 3
- ☐ Pricing Schedule. Refer to Annexure 5.

**IF NOT QUOTING, INDICATE SO VIA A RETURN EMAIL TO THE  
RELEVANT PROCUREMENT OFFICIAL**