



**SOUTH AFRICAN AIRWAYS**

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A STAR ALLIANCE MEMBER 

**RFQ GSM033/26**

**Request for Quotation for a service provider that will assist with the removal of electronic waste and other hazardous substances from SAA premises**

**G.1 Written Quote Form**

**RFQ NUMBER: GSM033/26**

**ISSUE DATE: 01 June 2026**

**CLOSING DATE: 09 June 2026 at 16:00pm**

**SITE VISIT DATE: 10 June 2026 from 12:30 to 14:30**

**EXTENDED CLOSING DATE: 15 June 2026 at 16:00pm**

**VALIDITY OF RFQ: 90 days**

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**Site Visit Information**

- **SAA Airways Park, 32 Jones Road**
- **OR Tambo International Airport**

Should you wish to attend the site visit, kindly submit your **company name, attendees' names, and email addresses** to [LethaboNtlekoana@flysaa.com](mailto:LethaboNtlekoana@flysaa.com) **by Tuesday, 09 June 2026 at 16:00pm** to enable the necessary access arrangements to be made.

All bidders are requested to report to the **Main Reception at SAA Airways Park** upon arrival, where they will be received by the designated SAA representatives and escorted to the relevant site visit locations. This arrangement is intended to ensure a coordinated and efficient site visit process.

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**RFQ DOCUMENTS TO BE EMAILED TO:** [Tenders@flysaa.com](mailto: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.

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

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**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:

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TELEPHONE NO.:

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CELL NO:  
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E MAIL ADDRESS:  
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CONTACT PERSON:  
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**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. 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**

2.1 South African Airways (SAA) needs a company to assist with the removal of electronic waste and other hazardous substances from SAA premises. These substances could include items such as lithium batteries or items that contain lithium-ion batteries.

2.2 The chosen service provider must either have offices at all domestic airports or be affiliated with organisations that do, specifically at:

- Johannesburg (O.R. Tambo International Airport and Airways Park)
- Durban (King Shaka International Airport)
- Cape Town (Cape Town International Airport)
- Gqeberha (Chief Dawid Stuurman International Airport)

2.3 The contracted service provider(s) must be capable of collecting all e-waste and ensuring its proper disposal.

2.4 **Bidders MUST provide information detailing how the offer to purchase e-waste process will be conducted.**

2.5 Additionally, the service provider(s) must supply certificates of destruction and, where applicable.

2.6 ***This service should be performed at no cost to SAA.***

3. **EVALUATION METHODOLOGY**

Administrative Responsiveness	Substantive Responsiveness	Technical Functionality Evaluation	Evaluation of Price and Specific Goals	Business Award and conclusion of contract
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<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% Bidders must meet this minimum requirement to proceed to the next stage of evaluation.	Price (80)  &  Specific Goals (20)	<i>Post-tender negotiations (if applicable) are held at this stage before the LOA is issued to the preferred supplier.</i>

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 AND SUBSTANTIVE 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:

##### Phase 1 - Mandatory Returnable Documents

**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.**

NO.	DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES/NO)
1	<p>Bidder must be a member of The Institute of Waste Management of Southern Africa</p> <p><i>Bidders must submit a valid membership certificate, membership confirmation letter, or proof of active registration issued by Institute of Waste Management of Southern Africa confirming that the company is a current member in good standing.</i></p>	

<b>2</b>	<p>Bidder must be accredited and audited by e-Waste Association of South Africa</p> <p><b><i>Bidders must submit a valid accreditation certificate, audit confirmation letter, or official proof issued by e-Waste Association of South Africa confirming that the bidder is accredited and has been audited by the association.</i></b></p>	
<b>3</b>	<p>Must have a Waste Management License</p> <p><b><i>Bidders must submit a valid Waste Management Licence issued by the relevant environmental regulatory authority.</i></b></p>	

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

### **3.3 Technical Functional Questionnaire/Evaluation (Minimum Threshold = 70%) – Phase 02**

**Bidders must use the items below as a table of contents when they compile the company portfolio of evidence.**

<b>NO.</b>	<b>DESCRIPTION</b>	<b>SCORE/WEIGHT</b>
<b>1</b>	<p>Bidder must have a <b>National Footprint - bidder must have operational presence, service capability, or the ability to provide services at the following domestic airports:</b></p> <ul style="list-style-type: none"> <li>• OR Tambo International – 5 points</li> <li>• Cape Town International – 5 points</li> <li>• King Shaka International – 5 points</li> <li>• Chief Dawid Stuurman (Port Elizabeth) – 5 points</li> </ul> <p><b>Note: Bidder must provide a Company profile confirming their National Footprint</b></p>	<b>20%</b>
<b>2</b>	<p>The following <b>decommissioning process</b> must be attended to:</p> <ul style="list-style-type: none"> <li>• Data to be removed safely from devices -bidder must ensure that all personal, confidential, and company information is destroyed, or disposed of in a secure and compliant manner – 10 points</li> <li>• Bidder must be compliant to ISO 9001, 14001, and 27001 (<b>missing either one will lead to a 0 score</b>) – 10 points</li> <li>• E-waste disposal certificate to be issued to SAA after collection of items – 10 points</li> </ul> <p><b>Note: Bidder to provide a project plan explaining how the decommissioning process will take place step by step.</b></p>	<b>30%</b>
<b>3</b>	<p>Bidder must be able to <b>collect, recycle / dispose</b> of the following items but not limited to:</p> <ul style="list-style-type: none"> <li>• Computers and laptops – 3 points</li> <li>• Mobile phones and tablets – 3 points</li> <li>• Printers and scanners – 3 points</li> <li>• Cameras – 3 points</li> <li>• Networking equipment and telephones – 3 points</li> </ul>	<b>30%</b>

	<ul style="list-style-type: none"> <li>• Lithium batteries i.e. Magneto lights, power banks – 3 points</li> <li>• Speakers / music boxes – 3 points</li> <li>• Electronic cables / chargers – 3 points</li> <li>• Networking equipment (routers etc.) – 3 points</li> <li>• Televisions – 3 points</li> </ul> <p><b>Note: Bidder to provide a company profile that confirms all the electronic waste and hazardous substances that they can collect/recycle and dispose of in line with the above mentioned items.</b></p>	
<b>4</b>	<p><b>Track Record:</b> Bidders must submit written reference letters with from current/previous clients. These letters should attest to the bidder's capability <b>in collection and recycling work done within the last 3 years.</b> Letter should also state the duration the service was undertaken.</p> <p>Reference letters must be on the clients' letterhead, with contact details, dated and signed by an authorized official.</p> <ul style="list-style-type: none"> <li>• No reference letters provided = 0 points</li> <li>• 1 – 2 reference letters= 10</li> <li>• 3 or more reference letters = 20 points</li> </ul> <p><b>Note: The SAA reserves the right to verify the validity of the evidence submitted.</b></p>	<b>20%</b>
<b>Total</b>		<b>100</b>
<b>Threshold</b>		<b>70</b>

**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.**

**Phase 3 – 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:

<b>Selected Specific Goal</b>	<b>Number of points allocated (20)</b>
B-BBEE Level 1 and 2 (Non-Compliant and/or B-BBEE Level 3-8 contributors = 0)	10
30% or more, black women owned companies	10
<b>Total Points for Specific Goals</b>	<b>20</b>

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

<b>Specific Goals</b>	<b>Acceptable Evidence</b>
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
EME or QSE that are 51% Black 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**