



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER 

RFQ GSM043/2026

**Request for Quotation for Design, Layout and Printing
of the Annual Integrated Report**

G.1 Written Quote Form

RFQ NUMBER: GSM043/2026

ISSUE DATE: 22 June 2026

CLOSING DATE: 24 June 2026 @ 16:00

VALIDITY OF RFQ: 90 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:

.....

POSTAL ADDRESS:

.....

TELEPHONE NO.:

.....

CELL NO:

.....

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: _____

RFQ NUMBER GSM043/2026

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

The appointed service provider will be responsible for the design, production, and printing of the Integrated Annual Report and Annual Financial Statements, including the following:

- Design development and creative concept for the Integrated Annual Report.
- Typesetting, layout, and formatting of the Integrated Annual Report up to Proof 4.
- Proofreading and quality assurance of the Integrated Annual Report up to Proof 4.
- Typesetting, layout, and formatting of the Annual Financial Statements up to Proof 4.
- Proofreading and quality assurance of the Annual Financial Statements up to Proof 4.
- Project management and coordination throughout the production process.
- Preparation of web-optimised PDF versions of the Integrated Annual Report and Annual Financial Statements.
- Printing and production of 50 copies of the Integrated Annual Report, comprising approximately 156 internal pages plus a 4-page cover.
- Full-colour printing throughout in A4 portrait format.
- Production specifications to include:
 - 300gsm matt cover stock
 - 128gsm matt text stock for internal pages
 - Matt laminated cover
 - Thread-sewn binding
- Overall print production management, quality control, and delivery of the final printed and digital products.

Deliverables:

- Web-ready PDF of the Integrated Annual Report.
- Web-ready PDF of the Annual Financial Statements.
- 50 printed copies of the Integrated Annual Report in accordance with the specified production requirements.
- Final production-ready files and print management services.

3. EVALUATION METHODOLOGY

Administrative Responsiveness	Substantive Responsiveness	Technical Functionality Evaluation	Evaluation of Price and Specific Goals	Business Award and conclusion of contract
<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<i>Evaluation of returnable documents per tender requirements</i>	<i>Evaluation of Mandatory (Substantive) Returnable Documents i.e</i> <ul style="list-style-type: none"> • <i>Proposed Pricing Schedule</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:

- Submission of a bidder's proposed pricing

Mandatory Returnable Documents – Phase 1

Bidders must fully comply (100% compliance) with the statements of compliance below by selecting either “Yes” or “No” and providing supporting evidence to qualify their statements. 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.

None Weighted, mandatory requirements must be met for the bid to qualify for further evaluation. Proof of the information below is required. A bidder who fails to meet this requirement will be disqualified.	Comply (Make sure that you attach proof)	
	YES	NO
<ul style="list-style-type: none"> • Submission of the bidders' proposed pricing 	<input type="checkbox"/>	<input type="checkbox"/>

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 to provide a portfolio of evidence that addresses all the items in this tender.

Evaluation Criteria	Weight %
<p>Number of years providing design, layout, and printing of Annual Integrated Reports:</p> <p>The company profile must clearly indicate the number of years in business providing design, layout, and printing of annual integrated reports relevant to the scope of work as stated above.</p> <ul style="list-style-type: none"> • No demonstration of previous experience = 0 • Less than or equal to 1 years' experience in design, layout and printing of annual integrated reports = 15% • More than 1 year and equal to 3 years' experience in design, layout and printing of annual integrated reports = 30% • More than 3 years and equal to 5 years' experience in design, layout and printing of annual integrated reports = 45% • More than 5 years' experience in design, layout and printing of annual integrated reports = 60% 	60%

Note: Annual Integrated Reports design and layout not relevant to the scope of work will not be considered. The company must provide evidence in the form of a portfolio detailing the requested information above, along with photographic evidence of the services provided. Additionally, they must demonstrate the number of years they have been providing a service.	
<p>Written Reference Letters: Bidders must submit written reference letters from previous clients, on the client's letterhead, dated and signed. These letters should attest to the bidder's capability in delivering high-quality Annual Integrated Reports on time and within budget.</p> <ul style="list-style-type: none"> • No reference letters = 0% • 1 reference letter = 10% • 2 reference letters = 20% • 3 reference letters = 30% • 4 reference letters = 40% <p>Note: The SAA reserves the right to verify the validity of the evidence submitted.</p>	40%
Total	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.

3.4 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.

The following table 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.

<u>Item and Description</u>	<u>Unit Price excluding VAT</u>
Design and Layout of the Annual Integrated Report	<i>R</i>
Printing (50 copies)	<i>R</i>
VAT	<i>R</i>
PRICE INCLUDING VAT	<i>R</i>

3.5 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:

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
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 (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