

Title	Request for Quotation: Sourcing a professional service provider to assist with the end-to-end work permit application process for our expatriate employees to ensure full legal compliance with local labor laws on a 36 months.
PROPOSAL	RFQSP0027-26
Validity Period	6 months
PROPOSAL Open	14 Jul 2026
PROPOSAL Closes	17 Jul 2026 (11h00am)
SAAT Business Unit	Technical Material
E-Mail	sergeteffo@flysaa.com

South African Airways Technical is seeking proposals from qualified global mobility and immigration agencies. We require a professional service provider to assist with the end-to-end work permit application process for our expatriate employees to ensure full legal compliance with local labor laws of Botswana. Late and incomplete submissions will invalidate the quote submitted.

NAME OF VENDOR:

POSTAL ADDRESS:

TELEPHONE NO.:

CELL NO:

E MAIL ADDRESS:

CONTACT PERSON:

This RFQ (Request for Quotation) will be evaluated on functionality and pricing, sold to the highest bidder.

Required Documentation to be attached

- SARS Tax Clearance Certificate (or proof of application for same where applicable)**
Please note new National Treasury instruction for national and international bidders' compliance:

<http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/Treasury%20Instruction%20of%202014%202015%20on%20Tax%20Clearance%20Certificates.pdf>
- BBBEE rating certificate from an Accredited Rating Agency (SANAS)**
Applicable to South African based companies

CONDITIONS

- The final terms and conditions are subject to negotiations and issuance of a Letter of Award to the successful bidder.
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- The bidder shall provide its best price in the RFQ. This price will be considered together with all other relevant criteria in the quote. The validity period of quoted prices should be clearly stated in the quotation.
- The RFQ shall be awarded, whether in whole or in part, at the sole and absolute discretion of SAAT. SAAT hereby represents that it is not obliged to award this RFQ to any bidder. SAAT is entitled to retract this RFQ at any time as from the date of issue. SAAT is not obliged to award this RFQ to the bidder that quotes the lowest price. In the event that SAAT does make an award and should the successful bidder then fail to honor its quote, such bidder shall be liable to SAAT for any damages SAAT may incur as, a result of such breach.
- The bidder shall be disqualified from tendering if any attempt is made either directly to solicit and/ or canvass any information from any employee or agent of SAAT regarding this RFQ from the date the offer is submitted until the date of award of the RFQ.
- SAAT will adjust any arithmetical errors found in the Proposal and shall advise the Bidder accordingly.
- Proposals and any information contained within will be treated as confidential and will not be disclosed to any third party - including other Bidders.

The successful bidder shall:

For each deployment, the service provider will be responsible for:

- **Pre-Assessment:** Reviewing candidate CVs and company entity structures to determine the fastest, most compliant visa route.
- **Document Procurement & Legalization:** Guiding the company and candidate through local police clearances, medical certifications, and academic credential authentications.
- **Application Processing:** Drafting, compiling, and physically submitting application dossiers to relevant local government ministries.
- **Local Entity Liaison:** Coordinating with our local offices or registered entities in Abuja/Lagos, Accra, Gaborone, and Harare to secure local corporate signatures and supporting documentation.
- **Tracking & Compliance:** Providing monthly status updates and proactive notifications at least 90 days prior to any permit expirations.

SCOPE OF SERVICES:

Scope of Work (SOW): Country-Specific Requirements

The selected service provider must manage the end-to-end application lifecycle for approximately 3 **expatriates annually** for Botswana. The provider must demonstrate direct expertise in navigating the following local regulatory frameworks:

- **Botswana:** Management of **Work and Residence Permits (Cross-Border)** via the Department of Labour and Home Affairs, ensuring alignment with local localization and points-based assessment criteria.

EVALUATION CRITERIA

The bidders will be evaluated against the following critical criteria: Failure to meet the criteria will lead to disqualification.

- The RFQ will be evaluated in line with the “Preferential Procurement Policy Framework Act Regulations of 2022”

The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000,00 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000,00 (all applicable taxes included).

Preference points for this bid shall be awarded for price.

All prices quoted must be exclusive of Value Added Tax (VAT).

APPLICATION FOR WORK PERMIT

Phase 1: Critical evaluation criteria:

Bidders must fully comply with all critical criteria listed below:

Failure to comply will lead to disqualification. The table below is required to be completed and submitted with your bid documents in order to comply with the evaluation of the critical criteria.

CRITICAL CRITERIA	Yes/No Submit Evidence
Elements of Critical Evaluation Criteria	
Company Profile & Experience: Overview of your footprint, years of experience in African corporate immigration, and size of your case management team.	
References: Contact details for at least 3 corporate clients of similar scale.	
In-Country Representation: Proof of whether you utilize direct in-house staff or third-party agents within the specified countries.	

Phase 2: Functional evaluation criteria:

Functional Criteria	Weighting
Experience: Bidder must provide 2 letters showing where they rendered similar services successfully	50

Lead time	50
Bidder's turn around time: Be able to deliver work permit within	
1 to 7 weeks	50 points
8 to 14 weeks	30 points
Threshold	80
Total	100
Functionality Total Score	100

PHASE 3 – PRICE AND SPECIFIC GOALS

EVALUATION ELEMENTS	
PRICE	90 or 80
SPECIFIC GOALS	10 or 20
TOTAL	100

PHASE 3: PRICE AND SPECIFIC GOALS		Allocation of Points (80/20)	Allocation of Points (90/10)	Number of points claimed (80/20 or 90/10 system) (To be completed by the tenderer)
PRICE		80	90	
SPECIFIC GOAL 1.	ACHIEVEMENT LEVEL	POINTS	POINTS	
Persons historically disadvantaged based on race	100% Black ownership	10	4	
	75% - 99% Black ownership	8	3	
	50% - 74% Black ownership	5	2	
	Below 50% Black ownership	0	0	
SPECIFIC GOAL 2.	ACHIEVEMENT LEVEL	POINTS	POINTS	
Persons historically disadvantaged	100% Black Woman ownership	5	3	

based on gender.	75% - 99% Black Woman ownership	4	2	
	50 % - 74% Black Woman ownership	3	1	
	Below 50 % Black Woman ownership	0	0	
SPECIFIC GOAL 3.	ACHIEVEMENT LEVEL	POINTS	POINTS	
Persons historically disadvantaged based on disability	100 % owned by persons living with disabilities	5	3	
	75% - 99 % owned by persons living with disabilities	4	2	
	50% - 74% owned by persons living with disabilities	2	1	
	Below 50 % owned by persons living with disabilities	0	0	
TOTAL - PRICE & SPECIFIC GOALS		100 POINTS	100 POINTS	

3. Pricing Schedule

Please break down your proposed fees in ZAR. Pricing should clearly separate **Professional Service Fees** from **Disbursements** (Government fees, courier, medicals, etc.).

Country	Permit Type	Estimated Processing Time	Agency/Service Fee (Excl. VAT)	Disbursements & Gov. Fees	Total Cost per Applicant
Botswana	Work & Residence Permit	[X] Weeks	[Amount]	[Amount]	[Amount]

Submissions need to reach SAAT by 17 Jul 2026 at the latest (11h00AM). Late submissions will not be considered.

SIGNATURE OF SERVICE PROVIDER: _____

CAPACITY: _____