SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER

RFQ GSM086/2026

Request for Quotation for the Purchase of Two (2) Baggage Trailers for Crew Baggage Transportation

G.1 Written Quote Form

RFQ NUMBER: GSM086/2026
ISSUE DATE: 12 November 2026
CLOSING DATE: 18 November 2026 @ 16:00pm
VALIDITY OF RFQ: 90 days

RFQ DOCUMENTS TO BE E-MAILED TO: LethaboNtlekoana@flysaa.com and OnkarabetseLeburu@flysaa.com – limit 2MB (send in parts 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, B-BBEE and functionality.

Required Documentation to be attached.

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

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: GSM086/2026
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 specification. Service providers are expected to submit a cost 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

- South African Airways (SAA) requires to purchase two (2), fully enclosed, lockable baggage trailers to transport flight crew baggage between Airways Park and O.R. Tambo International Airport, refer to Annexure 4 for the specifications

- This requirement is necessary to maintain safety standards, as crew and baggage may not be transported in the same vehicle.

3. EVALUATION PROCESS & CRITERIA

Responses will be evaluated on the critical and 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 quotations will be evaluated according to the criteria, weightings and threshold scores as Indicated in 3.2 below:

3.2 EVALUATION CRITERIA

Table of contents must be provided, and documentation must be submitted in sequence addressing each requirement in Critical and functional criteria.

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

Phase 1: Critical Criteria Evaluation

No.	**CRITICAL CRITERIA**: None Weighted, Mandatory requirements to be met, for the Bidder's submission to qualify further evaluation. **Proof of information below needs to be provided. A bidder who fails to meet this requirement will be disqualified.**	**BIDDER TO INDICATE COMPLIANCE (YES/NO)**
1	Trailer(s) offered must have a **minimum payload capacity of 500 kg**. Trailers with a payload capacity of 350 kg or greater will be considered compliant. Bidder must submit **verifiable documentary evidence clearly indicating the payload capacity and identifying the trailer make/model offered.**	
2	The trailer must have a **fully enclosed/covered top** to protect the transported goods from exposure to weather and other external elements. Bidder must submit **Clear photographs of the actual trailer(s) offered**, **showing the enclosed/covered top**	
3	The trailer must be fitted with a minimum of two doors, comprising at least one side door and one rear/back door, to facilitate loading and unloading of goods. Bidder must submit **Clear photographs of the actual trailer(s) offered, showing the side and rear doors;**	
4	All trailer doors must be **securely lockable**, with each door fitted with an appropriate locking mechanism to secure the trailer and its contents**.** Bidder must submit **clear photographs of the actual trailer(s) offered**, **showing the lock facility on the doors.**	
5	All trailer doors must be **fitted with heavy-duty hinges suitable for the regular use and secure operation of the doors**, with hinges of sufficient construction and strength to withstand repeated opening and closing. Bidder must submit **Clear photographs of the actual trailer(s) offered, showing the hinges fitted to all doors;**	
6	All trailers must be **fitted with adjustable support legs** that provide adequate stability and support when the trailer is parked. Bidder must submit **clear photographs of the actual trailer(s) offered, showing the adjustable support legs in place;**	

7	Each trailer must be supplied with **one full-size, serviceable spare wheel and tyre, compatible with the trailer** and suitable for immediate use in the event of a puncture or tyre failure. Bidder must submit **clear photographs of the actual trailer(s) offered, showing the full-size spare wheel and tyre.**	
8	Each trailer must have a **secure spare wheel mounting/bracket that is lockable**, to prevent unauthorized removal or theft of the spare wheel. Bidder must submit **clear photographs of the actual trailer(s) offered**, **showing the spare wheel mounted and the locking mechanism;**	
9	Each trailer must be fitted with a secure and suitable number plate holder and license disc holder. The bidder must submit a **clear photograph of the actual trailers offered, showing the secure and suitable number plate and license disk holder.**	
10	The trailer must be constructed from **rust-resistant or galvanized material** to provide adequate protection against corrosion and ensure durability. Bidder must provide details of the material used for the trailer body and indicate whether the material is galvanized, stainless steel, aluminium, or otherwise corrosion resistant.	

Phase 2: Pricing and Specific Goals

Pricing schedule

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.

No.	Description	Qty	Unit	Total (Excl. VAT)	VAT	Total (Incl. VAT)
1	Price of trailer meeting all mandatory/critical specifications	1	Trailer			
	Price of trailer meeting all mandatory/critical specifications	1	Trailer			
	Other (Specify)					
	TOTAL	2				

Preference Point System

All tenders that comply with the mandatory requirements (Acceptable tenders) will be evaluated further in terms of the applicable preference point system as follows:

Price	80
Specific Goals	20

• BBBEE Level (1 or 2) = 10. • A company (“bidder”) that is 51% or more black owned = 5; and • A bidder who is 50% & more black women owned = 5	
Total	100 Points

4. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

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
□ General Conditions of Contract. Refer to Annexure 2
□ SBD 4 Document. Refer to Annexure 3
□ Example of trailers. Refer to Annexure 4

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