

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

Request for quotations for Job Evaluation and Grading Services to be provided for a period of three (3) years.

1. INTRODUCTION

The South African Civil Aviation Authority (SACAA) is an agency of the Department of Transport (DoT), established in terms of the Civil Aviation Act, 2009 (Act No.13 of 2009), which came into effect on 31 March 2010. The Civil Aviation Act provides for the establishment of a stand-alone authority, mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry.

The SACAA's mandate is to administer civil aviation safety and security oversight in the Republic of South Africa, in line with Civil Aviation Authority Act (the Act), and in accordance with the Standards and Recommended Practices (SARPs) prescribed by the ICAO.

The above is achieved by complying with the SARPs of the ICAO, whilst considering the local context.

The SACAA, as prescribed by the Civil Aviation Act as well as the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999) is a Schedule 3A public entity.

1. INVITATION TO BID

The purpose of this document is to invite an accredited Service Provider to conduct Job Evaluation and Grading for the South African Civil Aviation Authority

2. BACKGROUND

The SACAA in 2015 the SACAA had completed a job evaluation process for all its positions however the organisation has undergone many changes in our quest to deliver on our Safety and Security mandate. The new ways of working brought about changes that have an impact on how the jobs are classified or graded. New jobs have been created, and whilst these have been graded, it is important to ensure a comparative analysis of all the jobs.

A skills audit process was conducted in 2022 where all job profiles were reviewed with the assistance of an external service provider. This we believe is a good foundation for the organisation to re-evaluate all the jobs within SACAA for the purposes of measuring their content and establish the comparative worth between jobs.

It is also an acceptable best practice for an organisation to conduct job evaluation from time to time to ensure that it has a fair and equitable pay structure and can conduct comparative benchmark of jobs externally. This enables not only to ensure pay equity but will also enable the SACAA to attract and retain talent.

3. SCOPE OF WORK

The SACAA seeks to appoint a suitable and experienced service provider for services to conduct **Job Profiling, Evaluation and Grading of positions as and when required**. The SACAA is looking for a service provider who is able to implement the job grading process as follows:

Job Profiling	<ul style="list-style-type: none"> • Profile a job and write a job description
Review Job Profile	<ul style="list-style-type: none"> • Review pre-written job profile
Consult with the Manager responsible	<ul style="list-style-type: none"> • The service provider must consult with the manager to whom this position reports to and if required meet with the incumbent to get more detailed information on the role of this position.
Make required changers	<ul style="list-style-type: none"> • The service provider must make the required changers to the job profile based on the

	information received from the manager and or employee who was consulted.
Grade the Job	<ul style="list-style-type: none"> • The service provider must evaluate and grade the job profile in line with the Patterson grading process and in consultation with the HR department.
Submit reports	<ul style="list-style-type: none"> • The service provider must submit a complete report indicating the recommended grade for the position. • Present the report to the Job Grading committee if and when required. • The service provider must review the profile again in the event the Manager is not satisfied with the recommended grade for the position at no additional cost. • Submit a new report with the revised grade for the position.
Re-valuate the job if required	<ul style="list-style-type: none"> • Submit a consolidated reports of all jobs graded with previous grade and new grade included in the report.

- **The quotation must contain a rate for Profiling, evaluating, and grading a position and also a rate for only evaluating and grading a position.**

4. Duration

The appointment will be for a period of three (3) years

5. EVALUATION CRITERIA

Bidders will be evaluated in accordance with the Supply Chain Management Policies as well as the Preferential Procurement Policy Framework, 2000 (Act

No. 5 of 2000) and the Preferential Procurement Regulations of 2022. The evaluation criteria will consist of the following three (3) phases:

5.1 PHASE 1 – SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS

Bids received will be verified for completeness and correctness. The SACAA reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided. The set of bid documents must be completed and submitted. **(SACAA reserve the right to request information/additional documents if there are any missing from the bidder(s) submission).**

Bidders are to ensure that they submit the following documentation / information with their bid.

Document	Comments	Compulsory requirement
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. Please indicate / supply the supplier number.	Yes
SBD 4 (Bidders Disclosure)	Completed and signed	Yes

5.2 PHASE 2 - TECHNICAL AND/ OR FUNCTIONALITY EVALUATION

Assessment of Technical / Functional evaluation of the bid will be done in terms of the criteria as stated in the table below. Bidders should take note of the Criterion, Weighting & Scoring when responding to this bid.

Table 1: Functionality Evaluation

FUNCTIONALITY EVALUATION: Functionality Description			
Technical Requirements:	Description	Min	Max
COMPANY EXPERIENCE	<p>A minimum of five (5) years' experience in the area of job profiling, evaluation and grading. Submit a company portfolio outlining the period of how long the service provider has been conducting Job Evaluation and Grading exercises.</p> <ol style="list-style-type: none"> 1. Minimum of five (5) years' experience in the area of job profiling, evaluation and grading – (20 points) 2. Six (6) – ten (10) years' experience in the area of job profiling, evaluation and grading – (30 points) 3. More than ten (10) years' experience in the area of job profiling, evaluation and grading – (40 points) 	20	40
REPORTS	<p>Service provider must submit sample grading reports.</p> <ol style="list-style-type: none"> 1. Sample of two (1) grading reports for two (2) different occupational levels – (20 points) 2. Sample of a completed profiling form and two (2) grading reports for different occupational levels – (30 points) 	20	30
REFERENCES	<p>Provide dated and signed letters of references on a client company letterhead, including the contact person and contact details (telephone number or email address) where this type of work (conducting job evaluation and grading) has been or is currently being conducted:</p> <ol style="list-style-type: none"> 1. Three (3) reference letters – (20 points) 2. Four (4) – Five (5) reference letters – (25 points) 3. More than Five reference letters – (30 points) 	20	30
Total Points		60	100

Bidders who score 60 or more points out of 100 on 'functionality' will be considered for the next evaluation phase. Any bidder scoring less than 60 points will not proceed to the next phase.

5.3 PHASE 3 – PRICE and SPECIFIC GOAL EVALUATIONS

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, (Act No 5 of 2000).

For this bid 80 points will be allocated for Price and 20 points for Specific Goal.

5.3.1 This tender will be evaluated using the 80/20 preferential point system. The following PPPFA formula will be used to evaluate price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of the bid under consideration.

P_t = Rand value of bid under consideration.

P_{\min} = Rand value of lowest acceptable bid.

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goal.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOAL	20
Total points for Price and SPECIFIC GOAL	100

POINTS AWARDED FOR A SPECIFIC GOAL

In terms of the Preferential Procurement Regulations 2022, points will be awarded for specific goal in accordance with the table below:

SPECIFIC GOALS	Number of points
100% Black ownership	20
51% Black ownership	10
50 - 30% Black ownership	5
0% Black ownership	0

6. SUBMISSION OF BID DOCUMENT

The bid submission requires three (3) envelopes as per Section 6 of the evaluation criteria.

6.1 Envelope 1

- All mandatory documents on Phase 1.

6.2 Envelope 2

- Technical proposal (1 original and copy).

6.3 Envelope 3

- The pricing schedule shall be submitted on a separate envelope from the technical proposal for ease of evaluation, as these will be evaluated separately (1 original and 1 copy). Bidders are required to provide a detailed price schedule breakdown as indicated in **Annexure A** below.

All bids submissions should be hand delivered on or before 11:00am on the closing date of 7 of June 2024 at SACAA head office on the below address:
IKhaya Lokundiza Building 1
Waterfall Park
Bekker rd. and Treur Close.
Midrand

Annexure A - Pricing Schedule

Item	Description	Unit Price	Quantity	Unit price Total
Total, Excluding VAT				
15% VAT				
Total, Including VAT, for the Period of three (3) years				

