

***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***

**South African Civil Aviation Authority (SACAA) Request for  
proposal to Conduct a Benchmark of the SACAA Employee  
Benefits**

## Contents

|                                                                                                                                                                  |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1. PURPOSE .....                                                                                                                                                 | 3 |
| 2. BACKGROUND .....                                                                                                                                              | 3 |
| 3. SCOPE OF WORK.....                                                                                                                                            | 3 |
| 4. EVALUATION CRITERIA .....                                                                                                                                     | 4 |
| 4.1 PHASE 1 – MANDATORY REQUIREMENTS (NON-COMPLIANCE LEADS TO AUTOMATIC DISQUALIFICATION HOWEVER SACAA RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION)..... | 4 |
| 4.2 PHASE 2 - TECHNICAL AND/OR FUNCTIONALITY EVALUATION.....                                                                                                     | 5 |
| 4.3 PHASE 3 – B-BBEE AND SPECIFIC GOAL EVALUATIONS .....                                                                                                         | 6 |
| 4.4 Submission of BID Document .....                                                                                                                             | 7 |

## **1. PURPOSE**

The purpose of this document is to invite experienced and reputable service providers, to conduct a benchmark of the SACAA employee benefits and submit a report with recommendations.

## **2. BACKGROUND**

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 (SARP's) prescribed by the ICAO.

The above is achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (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.

## **3. SCOPE OF WORK**

The South African Civil Aviation Authority (SACAA) is an organisation employing approximately 600 employees. The SACAA embarks on external benchmarks against the organisations with similar size or larger from which it operates to ensure competitive employee benefits. In order to maintain a competitive advantage in the industry, the SACAA requires to have reliable market data on employee benefits. Therefore, identified a need to conduct a benchmark on employee benefits tailored to meet the unique needs of the core, critical, scarce, and technical skills.

3.1. The SACAA requests experienced and reputable service providers to submit proposals for the following services:

- a) To conduct a benchmark on employee benefits for all SACAA levels.

- b) The benchmark should be conducted on employee benefits tailored to meet the needs of critical, scarce, and technical positions such as: Inspectors, Investigators and Technical Specialists,
  - c) The benchmark should be conducted on employee benefits offered to Middle Management and Senior Management.
  - d) The benchmark should be conducted on the benefits offered to Executives, and the Directors /CEO's.
- 3.2. The bidder must develop a comprehensive report on recommendations, implementation process and the costs thereof.
- 3.3. The benchmark should ideally be conducted in local and international aviation organisations and other progressive organisations.
- 3.4. The bidder to conduct presentations to the Director of Civil Aviation, on the outcomes of benchmarks and recommendations.
- 3.5 The bidder should be an Employee Benefits Specialist organisation with a proven track record of conducting benchmarks of benefits, development of proposals for public and private companies that has more than 500 employees.

#### **4. 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:

##### **4.1 PHASE 1 – MANDATORY REQUIREMENTS (NON-COMPLIANCE LEADS TO AUTOMATIC DISQUALIFICATION HOWEVER SACAA RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION).**

Submission of Minimum Standards and Mandatory documents listed below:

This phase of evaluation does not carry any weight, however, bidders who do not meet all the requirements below will be immediately disqualified from the bidding process.

- 4.1.1 Prospective bidders must register on the Central Supplier Database (CSD) prior to submitting bids. **Please provide / supply the CSD supplier number.**
- 4.1.2 Service provider must provide a completed SBD4 (Bidders Disclosure Form).

## 4.2 PHASE 2 - TECHNICAL AND/OR FUNCTIONALITY EVALUATION

4.2.1 The following table is critical to the evaluators and will be a benchmark against your submission as per section 5 (1) of the Preferential Procurement Policy framework, Act 2000: Preferential Procurement Regulations, 2022.

**Table 1: Functionality Evaluation**

| <b>FUNCTIONALITY EVALUATION: Functionality Description</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |            |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| <b>Technical Requirements:</b>                             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Min</b> | <b>Max</b> |
| <b>TECHNICAL EXPERTISE</b>                                 | <p>The bidder must provide a list of proposed employee benefits to be included as part of the benchmark for all positions.</p> <ul style="list-style-type: none"> <li>• Ten (10) proposed benefits - (10 points)</li> <li>• Fifteen (15) proposed benefits - (15 points)</li> <li>• More than fifteen (15) proposed benefits -(20 points)</li> </ul>                                                                                                                                                                                     | 10         | 20         |
| <b>TECHNICAL EXPERTISE</b>                                 | <p>Provide samples of the comprehensive report and recommendations the bidder will provide at the end of the project.</p> <ul style="list-style-type: none"> <li>• Submission of less than two (2) will be zero.</li> <li>• Submission of two (2) reports with recommendations - (10 points)</li> <li>• Submission of three (3) reports with recommendations - (15 points)</li> <li>• Submission of four (4) or more reports points with recommendations -(20 points)</li> </ul>                                                         | 10         | 20         |
| <b>TECHNICAL EXPERTISE</b>                                 | <p><b>A minimum of 10 years' experience in:</b><br/>Expertise in conducting employee benefits benchmarks in the local and international aviation industry and other progressive organisations.</p> <ul style="list-style-type: none"> <li>• Ten (10) years - (10 points)</li> <li>• Eleven (11) - fifteen (15) years - (15 points)</li> <li>• More than fifteen (15) years - (20 points)</li> </ul> <p>Provide samples of benchmarks conducted in the local and international aviation industry and other progressive organisations.</p> | 10         | 20         |
| <b>TECHNICAL EXPERTISE</b>                                 | <p><b>A minimum of 6 comparators:</b><br/>Provide a list of comparators from both local and international aviation industry and other progressive organisations.</p> <ul style="list-style-type: none"> <li>• Six (6) comparators - (10 points)</li> <li>• Seven (7) comparators - (15 points)</li> <li>• More than seven (7) comparators - (20 points)</li> </ul>                                                                                                                                                                       | 10         | 20         |
| <b>References</b>                                          | <p>Provide Reference letters in client letterheads from a minimum of three (3) organisations that employs more than 500 employees where benchmarking on the employee benefits has been conducted. The reference letters must</p>                                                                                                                                                                                                                                                                                                         | 10         | 20         |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |            |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|
|                     | indicate the name of the project, duration, value of the project and number of employees. <ul style="list-style-type: none"> <li>• Three (3) reference letters - (10 points)</li> <li>• Four (4) – five (5) reference letters - (15 points)</li> <li>• More than five (5) reference letters - (20 points)</li> </ul>                                                                                                                                                          |           |            |
| <b>Project Team</b> | Provide CV's of project team members who will be working on the project.<br>All project team members must have a minimum of five (5) years' experience in benchmarking of employee benefits. <ul style="list-style-type: none"> <li>• Less than five (5) experience will be a zero.</li> <li>• Five (5) years' experience - (10 points)</li> <li>• Six (6) – ten (10) years experience - (15 points)</li> <li>• More than ten (10) years' experience - (20 points)</li> </ul> | 10        | 20         |
| <b>Total Points</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>60</b> | <b>100</b> |

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 won't be considered further to the next evaluation phase.

#### 4.3 PHASE 3 – PRICE AND SPECIFIC GAOL EVALUATIONS (B-BBEE STATUS LEVEL OF THE CONTRIBUTOR)

Proposal will be evaluated in accordance with the 80/20 preference point system only on Price and SPECIFIC GOAL as follows:

4.3.3 The following PPPFA formula is used to evaluate price:

$$Ps = 80 \left( 1 - \frac{Pt - P \min}{P \min} \right)$$

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

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid.

4.3.4 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:

| Price and Specific Goal | SCORE      |
|-------------------------|------------|
| <b>Price</b>            | <b>80</b>  |
| <b>SPECIFIC GOAL</b>    | <b>20</b>  |
| <b>TOTAL</b>            | <b>100</b> |

4.3.5 The SACAA will award preference points on Specific Goal to bidders who provide an original or certified copy of a valid B-BBEE Verification Certificate or Affidavit issued by the accredited verification agency.

#### **POINTS AWARDED FOR SPECIFIC GOAL (B-BBEE STATUS LEVEL OF CONTRIBUTOR)**

In terms of the Preferential Procurement Regulations 2022, preference points must be awarded to a bidder for attaining a Specific Goal (B-BBEE status level of contribution) in accordance with the table below:

| <b>Specific Goal (B-BBEE Status Level of Contributor)</b> | <b>Number of points</b> |
|-----------------------------------------------------------|-------------------------|
| 1                                                         | 20                      |
| 2                                                         | 18                      |
| 3                                                         | 14                      |
| 4                                                         | 12                      |
| 5                                                         | 8                       |
| 6                                                         | 6                       |
| 7                                                         | 4                       |
| 8                                                         | 2                       |
| Non-Compliant contributor                                 | 0                       |

#### **4.4 SUBMISSION OF BID DOCUMENT**

4.4.1 The bid submission requires a three (3) electronic file system as per Section 4 of the evaluation criteria.

##### **4.4.2 Electronic file 1**

- All mandatory documents on Phase 1.

#### 4.4.3 Electronic file 2

- Technical proposal (1 original).

#### 4.4.4 Electronic file 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).
- Bidder are required to submit a detailed price breakdown with a total that cover the duration of the project.

4.5 Bidders are required to submit neat and well bounded documents, as SACAA will not be held responsible for any loss of documents whatsoever.

4.6 Bid documents shall be submitted electronically and package clearly with bidder company name and be sent to the SACAA head office as follows:

All bids submissions should be hand delivered to SACAA head offices on the following address: Ikhaya Lokundiza, Building 16, Treur Close, Waterfall Park, Bekker Street, Midrand Midrand 1685  
For the attention of **Ms. Kanelani Mthombeni** on or before **11:00** am on the closing date of **5<sup>th</sup> of June 2023**.