

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

REQUEST FOR QUOTES

**FOR THE PROVISION OF PROJECT MANAGEMENT FOR SACAA'S OFFICE
RELOCATION FROM MIDRAND TO CENTURION FOR A PERIOD OF SIX
MONTHS**

RFQ Number:

RFQ/ZD/OFFICERELOCATIONPROJECTMANAGEMENT/SCM/591/2024-2025

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 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.

2. Background

The SACAA head office is located inside Waterfall Park, Bekker Street, Midrand. It has two buildings adjacent to each other namely Building 16 at Treur Close and Kernick House. The building 16 operates as the main SACAA building.

- The main office at Building 16 Treur Close is approximately 6 206 m² office space (8102.70 m² mezzanine floor, canteen, and storage area), the offices are spread over three floors.
- The second building at Kernick House is approximately 3 105 m² office space (3 562m² including balconies and storage) the offices are spread over two floors, i.e. ground floor and first floor.

A suitable head office building where SACAA is moving to, is located in Byls Bridge Office Park, Blys Bridge Boulevard, Highveld Centurion.

3. Purpose

SACAA seeks the services of the qualified and experienced Project Management service provider to oversee and manage the planning of the office relocation, staff engagement, and relocation to the new office space.

4. Duration of Contract

The contract would be for a period of six months effective November 2024 until April 2025

5. Scope of service

The selected Project Manager will be responsible for ensuring the successful completion of the project in compliance with industry standards, within the specified time frame, and within the approved budget. The Project manager will be required to:

5.1 Project Planning and Management

- Develop a comprehensive project charter and project plan, including key milestones, timelines, and budgets.
- Coordinate and manage all aspects of the project, ensuring adherence to the agreed project plan and schedule.
- Compile a risk management plan in parallel with the project plan to mitigate all anticipated risks.
- Monitor progress, identify and mitigate risks; and
- Provide regular status updates to SACAA' building committee.

5.2 Staff Engagement

- Work closely with the Human Resource department and SACAA' s building committee to ensure that the change management plan is developed.
- Implement a staff engagement plan to ensure a smooth transition to the new building.
- Develop strategies to address employee concerns about the change and provide regular updates throughout the project; and
- Arrange engagements session for all staff, as required, to familiarise staff with the relocation programme and new office environment.

5.3 Relocation Management

- Coordinate the physical relocation of staff and equipment to the new office space.
- Develop asset tracking system and oversee logistics; and
- Minimize disruptions to the organisation's operations during the relocation process.

5.4 Reporting

- Liaise with all relevant parties in respect of all matters pertaining to relocation to the new building.
- Active monitoring and communication in all phases pertaining to the project.
- Compile and file minutes of all meetings of relocation meetings in order to institutionalize the decision-making process followed by the decision taken at all stages of the project.
- Compile and submit monthly status reports to SACAA building committee on the project.
- Conduct a thorough review to ensure all project objectives are met; and
- Submit a comprehensive close out report on the project and hand over project documentation to the building committee.

6. Evaluation Criteria

6.1 Phase 1: Supply Chain Management (SCM) Compliance Requirements

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 and are in compliance with the following in their bid.

- ✓ Submit fully completed Bidders Disclosure Form (SBD4 Form).
- ✓ Central Supplier Database (CSD) Supplier Number, MAAA...

6.2 Phase 2: Technical Evaluation

No.	Description	Proof / Evidence	Min Points	Max Points
1.	Knowledge and understanding of the project scope	Include proposed approach and detailed methodology demonstrating the following: <ul style="list-style-type: none">➤ Plan to deliver on the task including timelines and key milestones for the execution of the project =10 points➤ Proposed team roles = 5 points➤ Support required from SACAA = 5 points	30	40

		<ul style="list-style-type: none"> ➤ Project management tools and techniques = 5 points ➤ Reporting requirement reflecting the measurable deliverables = 10 points. ➤ Payment milestones linked to deliverables in line with the scope = 5 points 		
2.	Company Past Experience	<p>Demonstrate company experience and capabilities in executing similar project. Provide five (5) contactable reference letters where similar project(s) were successfully executed in the last five (5) years. The information must include the type of project, size, value of the project, period and whether the project is completed.</p> <ul style="list-style-type: none"> • Five (5) or more projects successfully completed = 40 points • Three (3) similar projects successfully completed = 20 points • Less than three projects completed = 10 points • No successfully completed projects = 0 points 	20	40
3.	Proposed team experience, qualifications, and skills in relocation projects	<p>Provide resume for the proposed lead project manager for SACAA project. The resume should state the role he/she will fulfil in the project and his/her experience in previous relocation projects.</p> <ul style="list-style-type: none"> • Five (5) or more, years' experience in relocation projects, role, and number of projects = 20 points. • Three (3) years' experience in relocation projects, role, and number of projects = 15 points. • One (1) to two (2) years' experience in relocation projects, role, and number of projects = 10 points. • No experience in relocation projects = 0 points 	15	20
TOTAL POINTS			65	100

Bidders who score 65 points or more out of 100 on functionality will be considered for the next phase of evaluations. Any bidder scoring less than minimum 65 points will not be considered further.

6.3 Phase 3: Cost Proposal and Specific Goal Evaluation

6.3.1 Cost Proposal

All prices must be quoted for in South African Rand (ZAR) covering the detailed scope of services required.

Service provider to state if the price quoted as per above is firm for the duration of the contract or provide details of basis on which price adjustment shall be applied. All additional cost associated with the bidder's offer must be clearly specified and included in the total price.

Payments of invoices will be made within 30 days from date of invoice. 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, 2000 (Act No 5 of 2000).

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 following PPPFA formula is 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:

- (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

6.3.2 Points Awarded for Specific Goal

In terms of Preferential Procurement Regulations 2022, preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table below. SACAA will award if the bidder submits their valid BBBEE certificate or a sworn affidavit.

Specific Goal	Number of Points
100% black owned company	20
80% black owned company	18
60% black owned company	16
40% black owned company	14
20% black owned company	12
Not black owned	0

7. Submission of Proposal

Proposals must be submitted physically to SACAA Offices, tender boxes, Treur Close, Waterfall office Park, Bekker Street, Midrand by Wednesday, 23 October 2024, 11h00.

ANNEXURE A

Item No	Description of Item	Unit	Quantity	Rate	TOTAL PRICE OF ITEM [ZAR]
1					
2					
3					
4					
5					
TOTAL PRICE, exclusive of VAT:					
VAT 15% (if applicable)					
Total Inclusive of VAT (where applicable)					