

***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***

**Request for Quotations:**

**Supply Chain Management (SCM) Refresher and MANCO training on  
Bid Committees**

**REF.: RFQ/ZD/SCMREFRESHERTRAININGS/SCM/553/2024-2025**

<b>Date of RFQ</b>	26 August 2024
<b>SACAA Contact</b>	All enquiries must be directed via email to <a href="mailto:duman@caa.co.za">duman@caa.co.za</a>
<b>Closing Date for submission</b>	<b>06 September 2024 at 11:00</b>
Physical Submission Address	Tender Box at SACAA Offices Waterfall Office Park, Bekker Street, Midrand.  Only physical submissions hand delivered to the above address will be considered. No electronic submissions.

## 1. Project Background and Context

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.

## 2. Background and Invitation to Bid

SACAA's Supply Chain Management (SCM) consist of three (3) bid committees, namely, Bid Specifications, Bid Evaluation and Bid Adjudication Committee. There is currently a need for a refresher training to all SCM practitioners and to provide training on Bid Committee's to all Management Committee (MANCO) members that serve and potentially interested to serve in all the above mentioned three (3) committees. The training is crucial to SCM practitioners and MANCO members to sharpen their knowledge and skills so that they can deliver on their mandates efficiently and effectively. Qualified and suitable service providers are requested to submit quotation as follows:

### 3. Scope of works

The prospective service provider is requested to:

- Present a one (1) day virtual course to SCM practitioners (online, +-20people)
- Two (2) days off site training to all MANCO members (physical, +-90people).

The training must be tailor-made to meet the requirements of the organisation. A facility to receive questions before and during the session must be made available to allow for critical questions to be raised by the attendees before each session ends and that must be addressed as part of the training.

#### 3.1 The training must include and cover the following topics:

- The importance of the SCM unit and the procurement process.
- Five pillars of procurement.
- The four elements of the SCM process, Demand Management, Acquisition Management, Logistics Management and Risk Management.
- The role of the user department as a whole and in the formulation of a specification.
- The importance of the Preferential Procurement Regulations Act, 2002 requirements when compiling bid specifications.
- Legislative requirements to be considered when compiling bid invitation e.g. Preferential Procurement Regulations Act, 2002.
- Important information to be included in the bid and what should not be included.
- How to set up an evaluation criterion that will give the end user goods and or services they are looking for.
- Sourcing methods/strategy to be used before starting the bid invitation process.
- The importance and purpose of ethics within the SCM.
- Best practices in tender process.
- Market analysis prior to bid invitation.
- Case Law and Summary of important instruction notes.
- Summary of the public sector SCM.
- The importance of Code of ethics / conduct for SCM practitioners.
- Applying the legislative framework that is relevant to the evaluation process in order to ensure compliance.
- Understanding pre-qualification.

- Understanding score sheets, calculations and formulas.
- Understanding the relationship between BSC, BEC and BAC and the independency of the three committees.
- Applying the price evaluation points formula, as well as discounts if any.
- Understanding the 80/20 and 90/10 points scoring formula.
- Understanding Specific Goal / B-BBEE level evaluation and points allocation.
- Do's and Don'ts when interacting with bidders.
- Tender confidentiality.
- Identifying and eliminating fraud in the tender process.
- Contract Management outline.
- How do you deal with conflict of interest of bidders – if ex-employees, or family members working at a certain company.
- Public Procurement Act

**3.2** The appointed service provider will be required to submit all training manuals and presentation for approval prior the event and recordings used during all sessions.

**3.3** The service provider must offer attendance registers and competence certificates to all attendees.

#### **4. Timelines**

The service provider must be able to deliver the training within two weeks of being appointed.

#### **5. Skills and competence of facilitator (team) that will facilitate the training**

We require the services of an experienced trainer/ facilitator with at least a minimum of five (5) years subject matter experience and training experience in government department / state owned entities.

#### **6. 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.

**6.1 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. <b>Please indicate / supply the supplier number.</b>	Yes
SBD 4 (Bidders Disclosure)	Completed and signed	Yes
Accreditation of the training provider with the relevant Sector Education and Training Authority (SETA)	proof must be provided	Yes

**6.2 PHASE 2 – TECHNICAL / FUNCTIONALITY REQUIREMENTS**

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

Technical Criteria	Applicable Score	Weight
<p><b>Capability and experience</b> of the facilitator in conducting SCM trainings in the public sector <i>(CV of the facilitator must be attached, and it must include the following on the experience:</i></p> <ul style="list-style-type: none"> <li>• List of Organisation/s where he / she conducted similar training.</li> <li>• Duration of the training.</li> <li>• What did the training entail (brief summary)</li> </ul>	<ul style="list-style-type: none"> <li>• Less than five (5) years' experience in SCM trainings in the public sector = <b>10 points.</b></li> <li>• Five (5) years or more experience in SCM trainings in the public sector = <b>30 points.</b></li> </ul>	30
<p><b>Methodology:</b> Demonstrate how the training will be conducted by including the course outline for the training. The course outline must be clear and practical.</p>	<ul style="list-style-type: none"> <li>• Poor course outline does not cover the items mentioned in 3.1 above = <b>0 points.</b></li> <li>• Average course outline that cover 60% of the items mentioned in 3.1 above = <b>15 points.</b></li> <li>• Excellent course outline that cover 90% of the items mentioned in 3.1 above = <b>20 points.</b></li> </ul>	20
<p><b>Company experience</b> The experience of the company in offering SCM trainings in the public sector</p>	<ul style="list-style-type: none"> <li>• Three (3) years' experience = <b>10 points.</b></li> <li>• Four (4) years' experience = <b>15 points.</b></li> <li>• More than four (4) years' experience = <b>25 points.</b></li> </ul>	25
<p><b>Track record</b> of previous training done in government department / state owned entities which must be supported by signed and dated reference letters in client's letterhead clearly indicating the following:</p> <ul style="list-style-type: none"> <li>• Name of training conducted</li> <li>• Date of training conducted</li> <li>• Duration of training</li> </ul>	<ul style="list-style-type: none"> <li>• Non-public sector reference = <b>0 points.</b></li> <li>• Three (3) written reference letters as per the required criteria = <b>10 points.</b></li> <li>• Four (4) written references letters as per the required criteria = <b>15 points.</b></li> <li>• More than four (4) written references letters as per the required criteria = <b>25 points.</b></li> </ul>	25
<b>Minimum Threshold</b>		70
<b>Total Points</b>		100

Bidders who score **70** or more points out of **100** points on ‘functionality’ will be considered for the next evaluation phase. Any bidder scoring less than **70** points will not proceed to the next phase.

### 6.3 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.

6.3.1 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 must be awarded for:

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

The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOAL</b>	20
<b>Total points for Price and SPECIFIC GOAL</b>	<b>100</b>

## 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

### 6.3.2 NON-COMPULSORY BRIEFING SESSION

There will be no briefing session and any service provider that may seek further clarity can send their queries to Ms Zodwa Duma at [duman@caa.co.za](mailto:duman@caa.co.za) to seek any clarity on the bid document. All requests must be submitted via email.

## 7. SUBMISSION OF BID DOCUMENT

The bid submission requires a three (3) envelope system as per Section 6 of the evaluation criteria above.

### 7.1 Envelope 1

- All mandatory documents on Phase 1.

### 7.2 Envelope 2

- Technical proposal.

### 7.3 Envelope 3

- The pricing schedule must be submitted on a separate envelope from the technical proposal for ease of evaluation, as these will be evaluated separately. Bidders are required to provide a detailed price schedule breakdown as indicated in “**Annexure A**” below.

**8. All bids submissions must be deposited or hand delivered inside SACAA Tender Box on or before, Friday, 06 September 2024, 11:00am.**

**ANNEXURE A  
PRICING SCHEDULE**

<b>Item No</b>	<b>Description of Item</b>	<b>Quantity</b>	<b>Number of Attendees</b>	<b>Unit</b>	<b>Total price of item Excl. Vat</b>
1	One day group virtual training for SCM officials	1 day	20		
2	Two-day off site group training for MANCO Members (Physical)	2 days	90		
	TOTAL PRICE, exclusive of VAT:				
	VAT 15% (if applicable)				
	Total Inclusive of VAT (where applicable)				