

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

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

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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 prides itself on offering competitive employee benefits such as the medical aid, retirement fund, group risk, employee wellness programme, leave benefits, employee recognition and short-term incentives. Whilst the SACAA believes that its benefits are solid, the workforce dynamics have changed with more diversity (in terms of gender, youth etc) being the emphasis. Therefore, there is a need to reflect on whether the benefits are aligned with these market trends. The SACAA embarks on external benchmarks against the organisations with similar size or larger from which it operates to keep abreast with the latest employee benefits trends. To maintain a competitive advantage in the industry, the SACAA requires to have reliable market data on the latest competitive 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 that provides Employee Benefits Consulting Services 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.
- e) The benchmark should also focus on the workforce dynamics in respect of diversity i.e., attraction of women and youth and whether the approach is a one size fits all or there's room to customise.

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

FUNCTIONALITY EVALUATION: Functionality Description			
Technical Requirements:	Description	Min	Max
TECHNICAL EXPERTISE	The bidder must provide the latest value-added benefits/products on the above-mentioned employee benefits to be included as part of the benchmark. <ul style="list-style-type: none">• Minimum of Eight (8) - Ten (10) proposed benefits - (10 points)• Fifteen (15) proposed benefits - (15 points)• More than fifteen (15) proposed benefits -(20 points)	10	20
TECHNICAL EXPERTISE	The bidder must provide a list of additional proposed employee benefits to be included as part of the benchmark for all positions. <ul style="list-style-type: none">• Minimum of Eight (8) - Ten (10) proposed benefits - (10 points)• Fifteen (15) proposed benefits - (15 points)• More than fifteen (15) proposed benefits -(20 points)	10	20

TECHNICAL EXPERTISE	<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"> • Submission of less than two (2) will be zero. • Submission of two (2) reports with recommendations - (10 points) • Submission of three (3) reports with recommendations - (15 points) • Submission of four (4) or more reports points with recommendations -(20 points) 	10	20
TECHNICAL EXPERTISE	<p>A minimum of 8 - 10 years' experience in conducting benchmarks on employee benefits</p> <p>Expertise in conducting employee benefits benchmarks in the local and international aviation industry and other progressive organisations.</p> <p>Provide the list of organisations to benchmark with in the local and international aviation industry and other progressive organisations. The list must include a minimum of two (2) local aviation organisations, two (2) international aviation organisations and two (2) other progressive organisations.</p> <ul style="list-style-type: none"> • Eight (8) - Ten (10) years' experience and six organisations to benchmark with - (10 points) • Eleven (11) - fifteen (15) years' experience and seven organisations to benchmark with -(15 points) • More than fifteen (15) years' experience and more than seven organisations to benchmark with - (20 points) 	10	20
References	<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.</p> <ul style="list-style-type: none"> • Three (3) reference letters - (10 points) • Four (4) – five (5) reference letters - (15 points) • More than five (5) reference letters - (20 points) 	5	10
Project Team	<p>Provide a minimum of three CV's of project team members who will be working on the project.</p> <p>All project team members must have a minimum of five (5) years' experience in benchmarking of employee benefits.</p> <ul style="list-style-type: none"> • Less than five (5) experience will be a zero. • Five (5) years' experience - (10 points) • Six (6) – ten (10) years' experience - (15 points) • More than ten (10) years' experience - (20 points) 	5	10
Total Points		50	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 won't be considered further to the next evaluation phase.

4.3 PHASE 3 – PRICE AND SPECIFIC GOAL 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:

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

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.

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
Price	80
SPECIFIC GOAL	20
TOTAL	100

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:

Specific Goal (B-BBEE Status Level of Contributor)	Number of points
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 All bids submissions should be hand delivered at SACAA head offices in Midrand on the following address: Ikhaya Lokundiza Building 1, Waterfall Office Park, Bekker Rd and Treur Close, Midrand, 1685 for the attention of **Ms. Kanelani Mthombeni** on or before **11:00** am on the closing date of **27 September 2023**.